

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

Members Present

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

Others Present

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

No visitors wished to be acknowledged.

Meeting Agenda/Minutes:

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

Water Usage Report: the report was distributed to the Board

Connections Report: there were no new connections

Water & Sewer- New Business:

● **Nominations:**

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

All were in favor for all and all motions carried.

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

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

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

Solicitor's Report: (Cory Dillinger)

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

Engineer's Report: (Jason Reichard)

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

Superintendent's Report: (John Krantz)

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

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

Looking Forward this Year:

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

Statement and Bill Approval:

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

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

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

Respectfully Submitted by Kyrsten Scutta

Red Lion Municipal Authority
Meeting Minutes
Wednesday February 22, 2023

Members Present

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

Others Present

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

Visitors Present

Ian Montgomery
Dianne Price
Linda Nevers

Tina Frutiger
Bob Frutiger

Meeting Agenda/Minutes:

The meeting was called to order at 7:00 p.m. and the pledge was recited. Mr. Henshaw made a motion to approve tonight's agenda and Mr. Minnich seconded. All were in favor and the motion carried. Mr. Minnich made a motion to approve the January 25, 2022, meeting minutes. Mr. Henshaw seconded. Linda Nevers spoke up to request an amendment to the minutes. It was stated that Ms. Nevers met with Ian Montgomery to discuss website construction for the Authority, and she was never at such a meeting. Mr. Montgomery confirmed this, and the Authority agreed to amend the minutes.

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

Connections Report: there were 3 new connections.

Visitor Matters: New Year's Eve Event

- Ian Montgomery was asked to join this meeting to discuss the matter of payment from the New Year's Eve celebration. The Authority had previously requested an itemized bill for the event before providing the payment that was agreed upon. Dianne Price stated that the Borough did receive an itemized bill and that it was forwarded to the Authority. Mr. Krantz provided an email address to receive the itemized bill.
- Mr. Minnich expressed gratitude toward Mr. Montgomery for what he accomplishes for the community, but has requested more frequent and direct communication in the future for such events. He also discussed the issue of access to the Authority building's roof requiring documented insurance. Mr. Montgomery said that this issue was not one with him, and that the Authority reneged on an agreement to allow access to their building. Mr. Minnich disagrees.
- Mr. Montgomery stated that the terms of engagement for this event were decided in July and that the Authority did not wish to be involved so there was no further communication. He believes Mr. Krantz was instructed by the Board to call and deny him access to the building arbitrarily.
- Mr. Klinedinst and the board decided to table discussion of this matter.

Visitor Matters: Employee Benefits

- Linda Nevers expressed concerns with the RLMA employee benefits stating that her paycheck has not been correct since November 2022. Mr. Krantz stated that the Authority is aware of the issue, and they are actively working on a solution. Ms. Nevers was asked to submit all her concerns in writing. The matter is to be further discussed in Executive Session.

Water & Sewer- New Business:

Resolutions: (Cory Dillinger)

- The resolution appreciating Mr. Missimer was tabled until he can attend in April.
- **Resolution 2023-1** Adopting the Updated Emergency Response Plan
 - Mr. Dillinger wrote a resolution to adopt minor changes (mostly contact information) to our Emergency Response Plan. A few phone numbers need to be fixed from landlines to cell phones, and the vote is presented with the resolution “as amended.”
 - Mr. Henshaw motioned to adopt Resolution 2023-1 and Mr. Henshaw seconded. All were in favor and the motion carried.
- **Resolution 2023-2** Employee Handbook Updates
 - There were edits presented to update the handbook by Mr. LaTulippe.
 - Mr. LaTulippe motioned to adopt Resolution 2023-2, and all were in favor and the motion carried.

Solicitor’s Report: (Cory Dillinger)

- Mr. Dillinger reported that the Construction and Materials Standards Resolution is being discussed between himself and Mr. Reichard. Also, rough drafts of the Rules and Regulations for Separate Water Lines and HOP Escrow Requirement has been submitted for consideration. The goal is to have the Rules and Regulations adopted in the March meeting.
- A cancellation notice was received for the T-Mobile (previously Shentel) cell tower lease. They do not have to provide a reason, but it is often just business needs changing. Mr. Dillinger reached out to ensure that T-Mobile will come and remove the equipment and they confirmed that they will. The dates for this are vague, and Mr. Krantz is going to coordinate to ensure there are no conflicts with Dish who will be installing their equipment on this tower now.
- Mr. Dillinger and Andy Miller at MPL met with Doug Barry from Solar Renewable Energy LLC. They do a lot of municipal projects and Mr. Dillinger is going to get more information to present.
- EDU Interpretation at the new Rexroth property and Intermunicipal Agreements with Windsor Township are to be discussed later in the meeting as well as other matters in Executive Session.

Engineer’s Report: (Jason Reichard)

- The South Camp Street project retainage of \$2,512.50 is still being held until the weather is suitable for trench restoration.
- A draft easement exhibit of the Country Club Hills project was prepared (that demonstrates the alignment of the proposed force main and the various properties it would cross) in order to aid Authority Staff in contacting property owners and explaining the scope of work, as well as to aid them in securing easements. Without permission from owners, the line needs to go out into the street and becomes significantly more expensive. Mr. Reichard confirmed that no design work will be completed until easements are secured.
- A flow analysis was conducted of the sewers downstream of the Prospect Street Pump Station B because Windsor Township voiced concerns about capacity. C.S. Davidson determined that there is no issue physically and the Prospect Street sewer flows (from the proposed gravity line) will not cause a system surcharge. The next step is to update the Intermunicipal Agreement with Windsor Township (which currently only covers Windsor Township putting sewage into our system and not the other way around) and Mr. Dillinger is in the process of working with them on getting a draft ready. Mr. Krantz is waiting to send the formal letter requesting the project until we have a legal updated agreement. Mr. Dillinger is unsure how long the process will take, but

the fastest turn around would be to have a draft ready for Windsor Township to approve before their next meeting. Windsor Township expanded their system after our pump station was installed which is what now allows a gravity system tie-in to be possible. Mr. Reichard confirmed that no design work will be completed until paperwork is secured.

- Mr. Reichard and Mr. Krantz are working to resolve the issues with the new conservation release flow metering equipment at Beaver Creek Dam providing inaccurate data. Mr. Dillinger stated that a violation will probably still be received in March.
- Mr. Krantz also announced that we received the NPDES permit (applied for in 2021) in the mail today. It needs to be posted for public comment for 30 days and then the permit will go into effect.

Superintendent's Report: (John Krantz)

- Mr. Krantz emailed the cost duration for 5 years to Entech to complete the SRBC Grant and submitted the EDMR for the month and submitted Tier II. He also ordered meters from Core and Main.
- The new owner of the distillery on Church Street reached out with concerns about proving his facility has public water and he was showed how to submit a bill and list RLMA as his provider.
- There was a leak at Chanceford Crossing where a 6 inch PVC clamp fitting failed and we had to go out to get a replacement, resulting in some overtime this month. We now have it in stock.
- He also spoke with Denali about our %Solids of sludge and learned that our sludge disposal cost is going to increase in 2023.
- DEP notified us of sampling violations for VOC's and IOC's that were supposed to be taken at the end of 2022, but were not taken until January of 2023. It is mentioned that LABS Inc did not catch the lack of submission for the VOC's and IOC's, but of course accountability does not fall solely with them. We were also notified of a violation regarding alkalinity samples not being taken in the fourth quarter of 2022. These samples were in fact taken and sent to LABS Inc, but they never submitted the report. A violation falls on us regardless and will need to be reported. These issues are what led to Mr. Krantz requesting quotes from other labs. A consumer confidence report will need to be submitted (in July) as well as a certification form to DEP (in June) for both violations.
- The PA DEP Storage Tank Division contacted us regarding an open violation from 2019 for lack of a Spill Response Plan. They were adamant about receiving something by the end of the day, and we sent over our Emergency Response Plan in the meantime (which we added necessary measures and tank details to). An appropriate report will need to be filled out and submitted (hopefully by March 1st) and Mr. Reichard is assisting with this matter.
- Mr. Henshaw reached out to be sent information about our grant applications as he is looking for different avenues to receive grant money for our projects and is trying to work through the Senate. Mr. Krantz spoke with Representative Wendy Fink about our applications as well.
- Mr. Krantz met with Mr. Klinedinst and Mr. LaTulippe to discuss getting new quotes for lab services, as well as various outside personnel being disruptive in the office, and the changes Mr. LaTulippe made to the employee handbook previously mentioned. They also went to Wells Fargo to get into the Authority safety deposit box and were denied access. The bank says Keith Kahwajy will need to come in to sign over access and the plan is to keep the contents in a safe in the basement in the future to avoid further issue.

- Kyrsten Scutta was hired to be an administrative assistant to the Superintendent and Doceo was utilized to set up her email account and computer (previously Jeff Beard's), and a printer was purchased for her office.
- Hamilton-Musser is conducting the 2022 audit. Mr. Krantz and Quantum Accounting provided requested documents and answered any questions they had. It is believed that they have everything they need, and we'll hear back from them later this year.
- A meeting with Quantum Accounting raised the issue of needing an HR company hired to assist with entering benefits and deduction information as it is beyond the scope of Quantum's work. Mr. Krantz contacted ADP and Alternative HR for quotes and suggested that Alternative HR would be the better option as they could be billed on an as needed basis rather than annually, and use our current ADP program (rather than us paying to update it) to enter the information. They are also more local and could provide onsite training if needed in addition to virtually. This will bring professional HR representatives to the Authority, in addition to resolving previously mentioned employee paycheck issues. The Authority agreed to go with Alternative HR.
- The PA Department of Community and Economic Development contacted us regarding the Edgewood Tank and Beaver Creek Raw Water projects. They requested a signed engineer's budget estimate and our Federal SAM# that was dated. All information was submitted to them.
- Mr. Krantz met with our pension manager (Thomas J Anderson) to finalize retirement paperwork for Jeff Beard and discuss options for our 457B plan, as Creative Financial has been difficult to get information from when employees request it. They also have limited investment opportunities and have trouble differentiating our plan from the Borough's. It was previously suggested that we switch from Met Life but remain with Creative Financial as managers. However, it seems switching from them altogether may be the solution, and Thomas J Anderson suggested INR. The matter will be discussed further with other pension concerns in Executive Session. We were also informed that the defined contribution employees will receive their statements within the next two months (the defined benefit employees have received their statements).
- Mr. Krantz met with Mr. Klinedinst to discuss a fire hydrant leak at Wise Avenue and Chestnut Street that the Authority repaired and billed the Borough for. There was some discussion about where the leak actually occurred, as Ms. Price understood it was between the valve and the main and could have just been shut off instead of being repaired. She mentioned that the hydrant is old, and they would rather have just replaced the hydrant than put money into old equipment. Mr. Krantz stated that we try to repair all leaks as quickly as possible (as they might backflush into our system or cause other problems), and that he understood the leak to be one that could not just be shut off or isolated. Mr. Minnich suggested moving forward we notify the Borough Public Works Director of all hydrant matters as quickly as possible (within reason). Mr. Krantz is going to investigate the miscommunication and location of the leak.
- Mr. Reichard was contacted regarding the Chapter 94 data (that we still have not submitted to Chris Toms). We still have not received the information needed from emGovPower, despite multiple requests, as they say they cannot produce such a report. A meeting is scheduled February 23, with Mr. Krantz, emGovPower, and Raybern where Raybern will explain clearly what information we need and how emGovPower can obtain it. This is for a water audit so they must provide the information.
- Our auditors suggested that Mr. Krantz meet with M&T bank due to concerns about our current bill pay process. As it stands, Mr. Krantz takes our coded bills then approves and submits them to

QuickBooks, where Quantum Accounting receives them to process and send off to M&T for ACH transfers. An additional step where Mr. Krantz approves the ACH Transfers through M&T before they are sent out has been recommended. The Authority agrees this is good business practice.

- The auditors also mentioned how low our interest rate is with M&T, so Mr. Krantz brought this up for discussion. The bank said they would look into getting us something better, but mentioned that our current system, of transferring into PLGIT, is what many of their customers choose to do. The plan is to utilize this system more efficiently after the auditors and Quantum provide an estimate of how much money needs to be in the accounts.
- Line flushing is scheduled from 4/17/23 to 5/4/23. Ms. Price requested the dates be submitted in writing but is hopeful they will work as our winter was mild. She did mention that no information was submitted to her earlier, so this will not be posted in the newsletter.
- Mr. Krantz met with Mr. Reichard, Mr. Dillinger, and Keith Smith about allowing ProPress to be considered an acceptable method of installing pipe before the meter in our Standard Specs and all agree that it should be included.
- A huge fire on February 19th that took 30 fire companies and 500,000 gallons of water to put out was brought up for discussion by Mr. Klinedinst. Mr. Krantz was aware of the fire and reached out to appropriate staff, and Brad Sprenkle went in to assist. There was initially a water volume issue when 3 hoses were connected to one main, but Mr. Sprenkle was able to get both lines running fully. We never experienced a negative pressure issue during the incident. DEP reached out and was informed of this information. Mr. Krantz is going to send a note to Rep. Wendy Fink regarding the issue, because even though the matter was handled well, we could have definitely used the Edgewood Tank that we need grant money to complete.
- Mr. Krantz plans to invite Rep. Fink to our April meeting.

Other Business:

- Dianne Price wanted to ensure that all our grants are filed under the Authority and not under the Borough as there has been some misaddressed mail. She also stated that now would be the time to confirm they are all correct. Mr. Krantz believes Entech has corrected this issue.
- The Authority has decided to clean out some stored items including pipe that the Borough has expressed interest in purchasing. Mr. Krantz is going to put an offer for the pipe in writing to submit to the Borough. Mr. Klinedinst said we would sell it to them at cost/the same as a junkyard would offer to scrap it. Ms. Price said she is probably interested in the pipe, but not any stored fire hydrants.

Statement and Bill Approval:

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

Adjournment: Mr. LaTulippe made a motion to adjourn the meeting and Mr. Henshaw seconded. The meeting was adjourned at 8:16 p.m. The Authority then went to Executive Session.

Executive Session: Nothing was voted on during the Executive Session and it adjourned at 8:50 p.m.

Respectfully Submitted by Kyrsten Scutta

Red Lion Municipal Authority
Meeting Minutes
Wednesday March 22, 2023

Members Present

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

Others Present

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

Visitors Present

Dianne Price

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

Meeting Agenda/Minutes:

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

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

Connections Report: there were no new connections.

Water & Sewer- New Business:

Resolutions:

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

Solar Renewable Energy:

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

Non-Payment Water Turn-On Fee:

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

Red Lion Borough Invoices:

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

Insurance Claims for Fighting Fires:

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

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

Lease Agreements and fire hydrants within Borough:

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

Solicitor's Report: (Dean Reynosa)

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

Engineer's Report: (Jason Reichard)

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

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

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

Chapter 94 Report:

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

Franklin Street Apartments:

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

PA One Call:

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

Superintendent's Report: (John Krantz)

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

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

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

Other Business:

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

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

Statement and Bill Approval:

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

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

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

Respectfully Submitted by Kyrsten Scutta

Red Lion Municipal Authority
Meeting Minutes
Wednesday April 26th, 2023

Members Present

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

Others Present

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

Visitors Present

Dianne Price

Douglas Berry

Steven Crimmel

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

Meeting Agenda/Minutes:

The meeting was called to order at 6:57 p.m. and the pledge was recited. Mr. LaTulippe 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 March 22, 2023, meeting minutes and Mr. D. Reichard seconded. All were in favor and the motion carried.

Water Usage Report: A digital copy of the Treatment Plant Daily Operations was given to the board.

Connections Report: there were no new connections.

Visitors: Solar Renewable Energy, LLC

- Mr. Douglas Berry (CEO) and Mr. Steven Crimmel (Sales Director) attended to give a presentation on solar panels for the RLMA. They work primarily with authorities, municipalities, and other non-profit organizations.
- There would be no upfront cost, only a monthly power service payment that could be offset by electricity production. A maintenance service plan is also included.
- They also offer a Solar Renewable Energy Credit (SREC) plan that the Authority can benefit from as we cannot benefit from tax credits.
- After 5 years, the solar array becomes available for purchase. Warranties still apply and a maintenance plan can be purchased.
- The Authority asked a few general questions that were answered and agreed to discuss it further.

Water & Sewer- New Business:

Resolution 2023-5:

- A Resolution of Appreciation recognizing the years of service of Carroll "Skip" Missimer to the Red Lion Municipal Authority.
 - Mr. Dillinger prepared a resolution for the board to thank Mr. Missimer for his years of service to the RLMA and Mr. Krantz presented him with a plaque commemorating his time. The Authority is very appreciative of the knowledge he has shared over the years. Mr. Missimer expressed his gratitude and said it had been his pleasure.

Resolution 2023-6: Updating the Authority's Defined Benefit Pension Plan

This resolution adopts the PSAB Municipal Retirement Trust and accompanying joinder agreement which documents together shall constitute the retirement plan known as the RLMA Defined Benefit Plan.

Resolution 2023-7: Updating the Authority's Defined Contribution Pension Plan

This resolution adopts the PSAB Municipal Retirement Trust and accompanying joinder agreement which documents together shall constitute the retirement plan known as the RLMA Defined Contribution Plan.

- These resolutions require all employees to contribute 3% toward their retirement funds to receive the Authority's 6% contribution match. It is designed for all employees to now contribute equally, as the union members have already been contributing.
 - Both resolutions have come forth after a lot of questions from employees about contributions this year. Our HR representatives assure us everything is in order.
 - A letter has been drafted by our HR representatives to notify employees of this change (effective 6-1-23) and we will schedule an onsite visit with them to answer any questions that may arise. All future employee inquiries about contributions and deductions can be put in writing to be submitted to Alternative HR by Mr. Krantz.

Mr. LaTulippe motioned to adopt Resolutions 2023-5, 2023-6, and 2023-7 as presented and Mr. Minnich seconded. All were in favor and the motion carried.

Red Lion Borough Invoices:

- Mr. Klinedinst brings various invoices from the Borough into discussion, such as the Library and Splash Pad water bills, and questions why we are paying half of them. He wants to know the Board's thoughts on discontinuing these payments.
- Mr. Minnich states he believes the Splash Pad is beneficial to the community and he'd like to continue contributing toward it.
- Ms. Price states that the bills used to be split in half by previous management. After changeovers and retirements, Ms. Price started splitting the bills (about \$1,500) based on previous agreements. The Authority can find no written record of previous agreements.
- Mr. LaTulippe suggests that sending money back and forth (with the Authority paying water bills and the Borough paying hydrant fees) is duplicating efforts and questions what can be done to solve this ongoing problem?
- Ms. Price requests more communication going forward regarding matters like these and asks that the Authority have a solid decision before a new Borough Manager takes over.
- After much discussion, Mr. Minnich motions that we agree to give the Borough \$1,000 per year toward all water bills (or however they wish to use it), and Mr. LaTulippe seconds. Mr. Dillinger would like to research perhaps creating a resolution on the matter as it is a recurring payment but is fine with passing the motion now. All were in favor and the motion carried.

Fire Hydrants:

- Ms. Price states that she has no issue with maintaining the hydrants, however she states that she needs the report from the Authority to complete this task. Mr. Krantz says she should have been receiving this report, but he will make sure that all future reports are sent.
- Ms. Price also states that she would take issue with charging residents for water used to fight fires, as the Borough pays to keep water in the hydrants for this purpose.
- There is some discussion on where the Borough's responsibility versus the resident's responsibility lies along the water lines that will be further looked at in the future, including who is responsible for the valve.
- Mr. LaTulippe requests the board come together to talk about the hydrant issue and how to present it to the incoming Borough Manager. He wishes to have a fresh start on this subject to avoid confusion.

Solicitor's Report: (Cory Dillinger)

- Mr. Dillinger reported that he expects the updated intermunicipal agreement with Windsor Township to be finalized next month. He is actively working with their solicitor on this matter.
- We're still waiting for updates on Beaver Creek and being able to monitor measurable data.
- Mr. Dillinger provided a PMAA publication that discusses proposed legislation which would repeal or reform Act 12 of 2016 on "Fair Market Value." Acquisitions of water and wastewater municipal authorities and municipal run systems may increase because of this. He has offered to delve deeper into this topic.

Engineer's Report: (Jason Reichard)

- S. Camp Street Project:
 - CS Davidson was out to inspect some areas that were planted with vegetative covering and noted their concerns to Barrasso who will continue the restoration.
- Beaver Creek Dam Conservation Weir Flow Monitoring:
 - CS Davidson developed a flow curve and provided this data to Ethan Farr to calibrate the metering equipment properly. Mr. Krantz says Mr. Farr has not yet completed this task.
 - After the calibration, real data can be provided to DEP by Mr. Krantz and Mr. Dillinger, but until then all we can prove is that it is greater than 800 gallons.
- Spill Prevention Response Plan:
 - Mr. J. Reichard informed us that the plan is almost complete. Liberty Environmental was brought in by CS Davidson to assist with the plan's development as they have more experience with such things.
 - Mr. Krantz said originally DEP was withholding our NPDES permit until this response plan was submitted, but the permit has since been issued.
- Windsor Borough Master Meter Remote Reading:
 - A field survey was conducted to inspect and document the existing equipment and meter pits at the Windsor Borough connections. Mr. J. Reichard will send over a scope of work and cost estimate to replace the existing meters with units that can be read remotely and transmit signals directly to the treatment plant.
 - Keystone Engineering Group has been brought in to provide a proposal as they are actively working with Dallastown's master meter upgrades.
 - Mr. Krantz and Mr. Klinedinst plan to attend a Windsor Borough meeting with the intermunicipal agreement to discuss possible cost sharing on this project.
- Cabin Creek Spillway Design Flood Analysis:
 - The H&H (hydrologic and hydraulic) report was finalized and submitted to DEP.
- Country Club Road Pump Station Capacity Analysis:
 - It was discovered that the existing equipment had already been updated to allow for better data recording of daily flow. Based on data from the last 6 months (which is the max that is stored), the capacity is 122 EDUs which is higher than originally calculated (53 EDUs) but still short of the 153 EDUs needed.
 - Mr. J. Reichard would like to continue monitoring data, as 6 months may not be enough time to show the peak operating and some heavy storms may have been missed.
 - He also suggests we wait for the contractor to reach out again while we collect more data. We may be able to accommodate the EDUs if we can reduce our peaking factor (from a 4 to a 3.2), but we need the data to back it up.

- Mr. Krantz currently receives this data manually for the Chapter 94 reports but is working to get CS Davidson access to the GuardDog site to monitor the data as well.
- Village Walk:
 - We received the most recent plan submission and found all outstanding comments had been addressed. The project is holding until the planning module is approved.
- ALDI Inc. Land Development Plan:
 - This plan was conditionally approved at the RLMA meeting in April of 2022, and the developer's engineer is actively addressing our plan review comments. An issue arose with the water main along Lombard Road needing to be lowered, and RLMA staff are working with the contractor to get this accomplished.
 - This work will be completed at night and thus will not disrupt the water service to our residents. The developer is paying for the project and will reimburse the Authority for services rendered as well.

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for March 2023.
- Our distribution staff received flagger training that was very informative and important to the safety of our employees. They also received 4 credits from DEP toward licensing.
- Two more temps were hired from Express Employment to assist with flushing of hydrants. Mr. LaTulippe said he visited some staff on site, and everyone appeared happy with the setup. The goal is to keep better records with more hands available and overall, it has been successful.
- Mr. Krantz attended a Lead and Copper seminar at DEP in Harrisburg and was informed the new rule requires we provide a complete service line inventory by October of 2024. This will involve collecting all records available to verify the RLMA and customer sides of each line. We expect this to be a very intensive project that may involve cutting potholes to verify lines.
 - Mr. Krantz has already spoken with PA Rural water about this matter and plans to obtain records of when houses were built to aid this project.
 - Mr. J. Reichard notes that we have made it protocol to encourage homeowners to update lines during any projects and we can use those records as well.
- Mr. Krantz also attended a PFAS seminar to obtain information about new sampling required for the EPA and DEP. He's researching labs, as only certain ones can do this testing, and we will await future communication on the actual limits to be imposed.
- The Borough requested all available information on the Zarfoss building at 21 W. Broadway and Mr. Krantz was able to provide the necessary details.
- Kamstrup aided with the computer program (Ready Meter Reading) that monitors our meters as we wish to clean up our inventory and return old equipment. This program will also provide some aid in the Lead and Copper line inventory.
- DCED submitted a question regarding the estimates of our Greenbranch Generator Project and Entech was able to answer them promptly. This is also confirmation that they are looking into our projects.
- Mr. Krantz and Mr. Keith Smith visited the properties of 3 residents whom we are seeking 20-foot easements from to install a new force main from the Country Club Hills Pumping Station.
 - The first resident seemed open to the idea but said he would let us know.
 - The second resident was quite upset and said she would not allow the easement. She has complaints of storm water runoff being directed onto her property from a nearby

development. She has been to the Red Lion Borough and York Township to address this issue and has received no satisfaction toward resolving it.

- The third property owner was not available to meet, but requested we send him a monetary offer and he will let us know if it suffices.
- Mr. LaTulippe questioned the cost of cleaning up the second resident's property. Ms. Price states that the pond washing down onto the second resident's property is privately owned and though the Borough has investigated the matter, there is nothing that can be done to prevent this problem from recurring. Mr. Minnich believes she has felt ignored too long and this gesture won't be enough.
- Mr. J. Reichard reports that without the easements, the project is going to cost well over \$200,000. He also stated the max reimbursements given in the past for such projects was around \$1.00-\$1.50 per foot, and the third resident alone is asking for much more than that. Regardless a decision will need to be made soon.
- Dallastown's water meter on Route 74 stopped working on 4-17-23. They have since rectified the situation. Mr. J. Reichard is receiving data from this meter but wants to keep monitoring it for accuracy.
- Our audit is still going well and should be complete June 2023.
- EmGov Power billed us \$1,500 to obtain the information Raybern requires to do a Utility Billing Software Research study. Raybern now has everything they need, and it is a work in progress.
- We have slowly begun draining the Edgewood tank. DEP was sent a check for \$5,000 for the construction permit submitted by Entech and we are waiting for its review.
- Only three (1 inch) meters were left in stock, and more were required to continue our meter replacement project. Mr. Krantz ordered 82 (1 inch) meters from Core & Main that will be enough to complete our project.
- Only 90 (3/4 inch) meters are left in stock, and they will go quickly so he would like to order 500 more of these as well. Mr. LaTulippe motions to purchase all necessary meters and Mr. Minnich seconds. All are in favor and the motion carries.

Other Business:

Library Road:

- Mr. Klinedinst questions the state of the road now that construction is complete, as there are still large pins in the asphalt. He is concerned about future digging or drilling of the area where our blades would be ruined by these pins. He wants them removed, and the holes properly filled where the mats were. It is unclear if the contract has been closed out or not.
- Mr. J. Reichard sees no issue with the pins in the long term as they are covered with a rubber sealer, and it would cause way more damage to cut them out and repair the holes. He says in the future we will need to work around the pins though.
- It is suggested that we write a letter to the library asking for further repairs. Mr. Krantz says he has been in contact with the librarian and suggests we draft a letter to someone at the county level who would oversee this matter. He plans to do this to get us on the record requesting further repairs.

Jordan Ilyes:

- Mr. J. Reichard is going to send a letter to Mr. Ilyes stating there is capacity for his project.

Statement and Bill Approval:

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

Adjournment: Mr. Minnich made a motion to adjourn the meeting and Mr. D. Reichard seconded. The meeting was adjourned at 8:52 p.m. The Authority then went to Executive Session to discuss personnel issues.

Executive Session: Nothing was voted on during the Executive Session and it adjourned at 9:15 p.m.

Respectfully Submitted by Kyrsten Scutta

**Red Lion Municipal Authority
Meeting Minutes
Wednesday May 24th, 2023**

Members Present

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

Others Present

John Krantz-Superintendent
Jason Reichard- Engineer
Kyrsten Scutta- Recorder

Visitors Present

Dianne Price

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

Meeting Agenda/Minutes:

The meeting was called to order at 6:59 p.m. and the pledge was recited. Mr. Minnich made a motion to approve tonight's agenda and Mr. LaTulippe seconded. All were in favor and the motion carried. Mr. LaTulippe made a motion to approve the April 26, 2023, meeting minutes and Mr. Henshaw 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.

Visitors: Ms. Price wished to discuss billing and invoices between the Borough and the Authority.

- She proposed that the Authority waive or contribute to the water bills at the two Borough facilities where water testing is done. The Authority agreed to discuss this matter in Executive Session.
- Ms. Price also wished to discuss hydrant issues. Mr. Minnich presented her with the hydrant report from the Authority.
 - The Wise Avenue fire hydrant matter is still not resolved. Ms. Price stated that the leak was found between the curb stop and the water main in the road, thus making it the Authority's responsibility and not a burden for taxpayers to bear. The Board discussed the matter at length, noting that this hydrant does have a unique design making the matter more complex. Mr. Klinedinst noted that historically the Authority does not take responsibility where repaving would need to be done.
 - Mr. J. Reichard stated that other authorities would take responsibility for this type of leak, as it connects directly to our main and thus, we should oversee the work.
 - Mr. LaTulippe motioned that we pay this one-time bill, and then have Mr. Dillinger work up an agreement for all future hydrant matters (that includes all the caveats and different locations/designs). Mr. Minnich seconded, and all were in favor.
 - Mr. Klinedinst stated that once the agreement is written he would like himself (as Chairman) and the Borough Council President, Mr. Tony Musso, to both sign it.

Water & Sewer- New Business:

- **Integrated Contingency Plan for Cabin Creek Water Treatment Plant**
 - CS Davidson and Liberty Environmental developed this plan after we received notice from DEP of an outstanding violation from 2019 stating we did not have a Spill Response Plan for our chemical and fuel tanks. This plan has now been submitted to DEP.
 - Mr. Henshaw motioned to adopt the plan and Mr. Minnich seconded. All were in favor.

Solicitor's Report: (presented by Mr. Krantz)

- Mr. Dillinger was unable to attend so Mr. Krantz updated the Authority.
- A customer reached out requesting to connect to our sewer line but stated they currently do not have the funds to also connect to our water line (it's a far distance to connect). Mr. Dillinger is going to draft an agreement with stipulations that would require the customer to connect to our waterline within 24 months to avoid enforcement issues. The Authority would also like repercussions for non-compliance outlined.
- We are still waiting to hear back from Windsor Township on the Intermunicipal Agreement. EDU interpretation of Mia Brae is also still on hold.
- We are still waiting for the meters at Beaver Creek to be calibrated by the Meter Guy LLC so we can update our monitoring system. It is expected to be completed next week.
- The Authority plans to visit the treatment plant to scope out possible locations for solar panels.

Engineer's Report: (Jason Reichard)

- **Country Club Hills Pump Station & Force Main Replacement**
 - Mr. J. Reichard reported this project is on hold, waiting for the Authority to decide whether to proceed with right-of-way negotiations or to utilize the public roadway.
 - The Authority discussed these options as well as the idea of just running water through the public roadway (instead of water and sewer) to cut costs.
 - Mr. Klinedinst says the Board will look at all current potential projects before deciding.
- **Windsor Borough Master Meter Remote Reading**
 - CS Davidson is working with Keystone Engineering Group for the preliminary phases as they have experience with this type of project (from Dallastown). Mr. J. Reichard requests authorization to proceed with the design phase and scope of work for \$12,500. This would bring the total cost of the project to \$72-75,000.
 - Mr. Krantz mentioned a salesman from Metron that stopped by with a much cheaper proposal that uses Verizon cellular data and asked if Mr. J. Reichard has heard of this approach. He replied that this type of thing can be investigated during the preliminary analysis for which he has requested funds.
 - The board discussed many things, and then Mr. LaTulippe motioned to let Mr. J. Reichard continue this research for \$12,500 and Mr. Henshaw seconded. All were in favor and the motion carried.

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for April 2023.
- Dallastown completed their hydrant flushing after ours.
- The VFD at the filter plant was broken and a whole new one would take 6 months to arrive. It is a critical component of our water system, so the decision was made to replace just the fan. Everything at the plant is now running great and we are ready for inspection around mid-June.
- Mr. Krantz met with Mr. Dennis Craybill (the Superintendent at Springettsbury Township) to see a camera truck they are looking to sell. The Authority discussed the idea and decided it's not a necessary purchase right now, as we can easily rent one. We plan to keep communication open for future opportunities on both sides.

- Mr. Andy Almoney retired 5/5/23 after 11 years of service. The Authority recognized his hard work and dedication and noted he will be greatly missed. Interviews are being held to fill his position.
- We are still having issues with our 457 B policy through MetLife. Our invoice is still connected to the Borough's and employee contributions do not match. We have our broker and our HR representative working on the issue, but MetLife is being difficult and unresponsive.
 - Our HR Rep met with the employees to go over the new handbook and pension benefits. He assured everyone at that time that he is working toward fixing the 457B plan.
- We updated our bill to include our new email address and correct hours, as well as to include the delinquent payment fee increase from \$50 to \$150.
- Mr. Krantz completed the Consumer Confidence Report (CCR) and submitted it to DEP as well as to Dallastown and Windsor. It will be posted on our website in mid-June, closer to the due date.
- In addition to the hydrant report given to Ms. Price at the beginning of the meeting, Mr. Krantz plans to provide a fire hydrant part inventory to the Borough. These reports will be given by June 1st each year going forward. We will probably stop stocking hydrant parts in the future due to lack of need for the Authority.
- We submitted our Government Entity Census Report to the US Census Bureau and renewed all storage tank permits with DEP on 5/15/23.
- A letter written by Mr. J. Reichard stating that sewer capacity is available at 214 N. Franklin Street was given to Mr. Dan Shaw to pass on to Mr. Jordan Ilyes.
- Speedwell Construction, the contractor for the Aldi project, was scheduled to begin lowering the waterline on Lombard Road tomorrow (5/25/23). They postponed it because the tapping company, Blue Water, needs to install temporary valves for the work to be completed. This is an extension of our main so an inspector will be present during installation.
- Interviews were held for the Full-Time Collection and Distribution Tech position and will be discussed in Executive Session.
- As of yesterday (5/23/23), the Edgewood Tank is completely empty and ready to be demolished.
 - We still have not received our permit for the work from DEP and cannot begin anything until we do.
 - Mr. Krantz stated that our current contract includes demolishing and rebuilding the tank; however, we can contract someone to demolish the tank earlier if we wish to expedite the process. He plans to put a request on MunicibiBid for someone to demolish and scrap the tank. Mr. Klinedinst also has a contractor we can reach out to for pricing.

Other Business:

Library Road:

- Mr. Klinedinst stated that he is unhappy with the condition of the library road and questioned why Mr. J. Reichard has not taken steps to get it fixed. Mr. J. Reichard said he was unaware this task was left to him and is unsure what leverage we have in the matter as the work was done independently of the Authority. He is also not sure which contractor completed the work.
- After some discussion, it was agreed that Mr. J. Reichard will consult with Mr. Dillinger and Mr. Krantz about how to rectify the situation and provide necessary language for a letter to be sent.

Statement and Bill Approval:

- Mr. LaTulippe questioned a large payment sent to York Township. Mr. Krantz noted that it's a quarterly payment for sewage to Springettsbury Township (that gets sent to York and they then send it to Springettsbury).
- 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 personnel issues among other matters at 7:58 p.m.

Adjournment: The Authority reconvened and there was nothing to vote on. Mr. Klinedinst adjourned the meeting at 8:34 p.m.

Respectfully submitted by Kyrsten Scutta

Red Lion Municipal Authority
Meeting Minutes
Wednesday June 28th, 2023

Members Present

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

Others Present

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

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

Meeting Agenda/Minutes:

The meeting was called to order at 6:58 p.m. and the pledge was recited. Mr. Henshaw made a motion to approve tonight's agenda and Mr. Minnich seconded. All were in favor and the motion carried. Mr. Minnich made a motion to approve the May 24, 2023, meeting minutes and Mr. D. Reichard seconded. All were in favor and the motion carried.

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

Connections Report: there were no new connections.

Visitors: None.

Water & Sewer- New Business:

- **'96 Ford Explorer**
 - The vehicle was being used by the front office to travel around to the post office and such, but it no longer passes inspection. It was then taken to the filter plant to be used between buildings but has since stopped working completely.
 - Mr. Henshaw motioned we scrap the '96 Ford Explorer at Red Lion Salvage for \$425.00 and Mr. LaTulippe seconded it. All were in favor and the motion carried.
 - Mr. Klinedinst has a lead to get a new pickup truck (2-door with 4WD) for \$33,000 and he and Mr. Krantz are going to follow up with this. This would be a primary use vehicle for Distribution and our oldest vehicle will be sent to the filter plant.

Solicitor's Report: (Cory Dillinger)

- **Connection Agreement**
 - Mr. Dillinger noted that if we are going to allow a customer to connect to only sewer (and hold off on water for monetary reasons) we should add that language to the permit application rather than create an individual agreement each time. He would also like it to be memorialized against the property in case of ownership changes within the grace period for raising funds.
 - The Authority agreed that this is the best approach but would like to add some language about monetary penalties if the customer fails to connect within the given time. It will also include language about revoking the permit or plugging the sewer for failure to comply.
 - Mr. Klinedinst wished to get approval of the document so Mr. Krantz can move forward with the customer (at 115 E. High Street) before the next meeting.
 - Mr. Henshaw motioned to approve the new language on the permit application with the discussed revisions and Mr. Minnich seconded. All were in favor.

- Mr. Dillinger will send the finalized revisions to Mr. Krantz for approval.
- **Solar Renewable Energy**
 - The next step is to have SRE come out to the potential site(s) and see if it is feasible for them to install solar panels where we have space available. Mr. Krantz is going to coordinate available dates with Mr. Dillinger.
 - Mr. Klinedinst noted that the area needs to be cleaned up before a visit, and Mr. Krantz is going to have someone take care of it.
- **Intermunicipal Agreement**
 - Mr. Dillinger met with the Windsor Township Solicitor and was able to provide a draft of the intermunicipal agreement for the Authority to review.
 - The previous agreement (written in 1977) was that Windsor paid us a transportation fee of \$1,600.00 annually to use our sewer lines. The new proposed agreement would involve both sides using each other's sewer lines and thus negate any need for payment.
 - A finalized copy will be provided for approval at the next meeting after Mr. Dillinger hears back from Windsor Township that they approve the updates.
- **Beaver Creek Monitoring Update**
 - Our previous data was only able to show that our numbers were greater than 800,000 gallons and DEP requires more precise calculations.
 - We believe we have the precise data we need now, but we are going to collect it for a few weeks to be sure the data we have is recording correctly and consistently.
- **Library Road**
 - Mr. Dillinger spoke with Mr. Don Dellinger at the library, and he replied that he was unsure of the status of the work. Kinsley Engineering was then contacted, and they are confident the road is completely restored with the best materials in the industry and no pins (as of 04/05/23).
 - Mr. Krantz and Mr. Klinedinst recently visited the site and found some pins as well as holes that were evident because they were filled with water. Mr. J. Reichard also visited the site and confirmed seeing 3 pins but could not be sure they were left by Kinsley Engineering as they were not in a straight line.
 - Mr. J. Reichard said we can ask Kinsley to plug these holes (the material they use will work well). After some discussion, everyone agreed the best course of action is to try to meet with Kinsley Engineering on site through Mr. Dellinger.
 - Mr. Dillinger stated that a cross-easement agreement (from when the library expansion took place) is what would guide these negotiations, and he would like to discuss this in Executive Session.

Engineer's Report: (Jason Reichard)

- **S. Camp Street**
 - Mr. J. Reichard reported that the Authority staff were out for a final inspection of the site and agreed that the vegetation is restored satisfactorily. The remaining payment of \$2,512.50 that was held in retainage will be presented at the next meeting to be approved.
- **Windsor Borough Master Meter Remote Reading**
 - CS Davidson is working with Keystone Engineering Group (KEG) on this project and a proposal packet should be finalized in July with a scope of work and cost estimate.

- **Country Club Road Force Main**

- Mr. Krantz informed Mr. J. Reichard that he hired a company called Mistras out of York to do non-destructive corrosion evaluation on the pipelines to see how much time we have before replacement can no longer be held off. We will dig in four different locations, and they will then use electrical current to get the readings.

Superintendent's Report: (John Krantz)

- Mr. Krantz submitted all reports for May 2023.
- We are cleaning out the maintenance building at 1 Church Lane. Scrap metal is being taken to PAZ and we received a permit from York County Solid Waste Authority (YCSWA) for the non-metal trash.
- Hamilton Musser sent a copy of the 2022 audit report at 2pm today and it was distributed to the Board. A few items that have changed will need to be addressed before the 2023 audit (PTO, pension, etc.)
- A PLGIT report was submitted to the Board discussing funds that were transferred into CDs and from PLGIT prime to PLGIT term for better interest rates. All funds are in very safe investments.
- Mr. Krantz is working with Comcast to reduce our monthly bill. At the Water Treatment Plant, we currently have a PRI that is designed for 50 lines, and we are only using 2 of them, and in the main office we are paying for 9 lines, and we only use 5 of them.
- Our Safety Deposit box was closed, and all contents were moved to the fire safe in the office on 06/07/23. Everything on the inventory sheet was accounted for in the box.
- The Greenbranch Generator (originally installed in 1986) would not start even after replacing the batteries. Cleveland Brothers looked at it but did not have a schematic on hand and then stated that it would be two weeks before they would be able to return to repair it, so we contacted Martin Energy. They replaced a bad ignition switch, and it is now working again.
- We have been waiting to hear that our Spill Response/Prevention Plan (submitted to DEP after we received notice of this violation from 2018) has been approved. Mr. Krantz spoke with Ms. Hillary Le at DEP and heard that the violation has been cleared, but he wants to follow up to make sure the plan has been approved.
- Mr. Krantz ordered (18) 1.5-inch meters after Mr. Keith Smith informed him that we were completely out of them. We now have enough to replace all 1.5-inch meters remaining by 2025.
- Raybern has been researching new utility billing software for us because EmGov Power has left a lot to be desired. A meeting is scheduled for 07/18/23 where Raybern will present 3 companies for us to choose from based on our needs.
- Kamstrup provided the results of a free promulgation study they completed to put antennas on our monopole, Edgewood Tank, and Fairmont Tank. They concluded that this would in fact allow us to read all our meters remotely in real time.
 - The cost is approximately \$70,000 per antenna so it is something we would discuss to become a future project.
 - Mr. Klinedinst suggested talking to Dallastown and Windsor as well to see if they would be interested in going in together and splitting the bill.
 - This could prevent a lot of water damage/waste if we catch leaks as soon as they occur.
- A check was received from our Intergovernmental Health Insurance Cooperative (Benecon) for \$36,091.00. This is a surplus claim fund distribution check for the 2022 plan year.

- Mr. Krantz wrote an article for the Borough Newsletter detailing the (3) projects we are currently working on and for which we applied to the DCED for grants.

Other Business:

Red Lion Street Fair:

- Mr. Klinedinst asked the Board if they wished to participate this year. They discussed putting up a sign to advertise the Watershed Event Day at the treatment plant as well as advertising the rain barrels we have for sale. Mr. Krantz is going to figure out the exact dates for this event.

Aldi

- Mr. Klinedinst inquired about the status of the Aldi water line, and Mr. Krantz replied that the line has been lowered and the extension could be complete as early as next week. Our crews were onsite to inspect, and everything was in order. After receiving some backlash, the contractor went through the daycare instead of the vet's parking lot, and we were not involved in those negotiations.
- After the water line is disinfected and flushed properly it will be operational.

Projects Board

- Mr. LaTulippe suggested Mr. Krantz put together a project board for the meeting room to make it easier to discuss all the ongoing projects and their updates.

Statement and Bill Approval:

- Mr. LaTulippe questioned the fluctuation in our Comcast bills and Mr. Krantz assured him he is looking into this matter and into dropping unused lines to lower some bills.
- 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 personnel issues among other matters at 7:50 p.m.

Adjournment: The Authority reconvened from Executive Session at 8:12 p.m.

- There was a vote to ratify the termination of Linda Nevers. All were in favor.
- There was a vote to ratify the hire of David Royce as a Distribution/Collection Tech I. All were in favor.
- There was a vote to ratify the hire of Steven Witmer as a Distribution/Collection Tech I. All were in favor.

Mr. Klinedinst adjourned the meeting at 8:15 p.m.

Respectfully submitted by Kyrsten Scutta

RLMA-DYWA Joint Meeting Minutes
Wednesday July 26th, 2023
11 E. Broadway, Red Lion

RLMA Members Present:

Dennis Klinedinst-Chairman
Gary LaTulippe- Vice Chairman
David Reichard – Treasurer
Chris Minnich- Asst. Sec/Treasurer
John Krantz-Superintendent
Kyrsten Scutta- Recorder

DYWA Members Present:

Patricia Myers-Chair
Pat Callahan- Sec/Treasurer
Susan Sprague
Dana Shearer
Connie Stokes-Manager
Justin Mendisky-Engineer
David Garabedian-Zoning Officer

Visitors: None

Meeting Agenda

The meeting was called to order at 6:30 p.m. and the pledge was recited. After a roll call introduction, Mr. Minnich made a motion to approve the night's agenda and Mr. LaTulippe seconded. All were in favor and the motion carried.

New Business:

• **Dallastown Meter Pit**

- DYWA stated the meter pit at Hardee's needs to be updated as currently someone must go out daily to manually get readings. DYWA submitted for a grant last December and is waiting to hear back. They have their permitting and the project design is 90% complete. Mr. Mendisky coordinated with RLMA's engineer, Mr. Jason Reichard, and the upgrade will work with RLMA's current system.

• **Solar Renewable Energy**

- Mr. Krantz informed DYWA that RLMA is planning a project at the treatment plant to install solar panels. The site being looked at would house enough panels to produce double the electrical power the plant needs. Some contouring and other work on the grounds will need to be completed first.

• **PENNVest Loan**

- RLMA has plans submitted to replace the Edgewood Water Tank. They have their permitting and the design is complete, but like everyone else have been waiting to hear back from grant applications. As this project is imperative (they hope to have it completed in 2024), they are going to apply for a loan from PENNVest. If the grants are later awarded, PENNVest will take that amount off the loan.
- RLMA is also submitting for money to replace a 38-year-old generator at Greenbranch, and to remove an underground storage tank along the river.
- A future project that cannot be added to this PENNVest application (because permits have yet to be received) involves upgrading the raw water transition line as a good portion of it is still transite. RLMA wants to replace it with ductile iron so it's not as brittle and thus will be less volatile.
- DYWA noted that PENNVest interest rates are supposed to remain the same for the next 4 years and RLMA agreed they heard the same which bodes well for future projects.

- **Bulk Water Permit**

- During RLMA's recent inspection, DEP noted that they do not have a permit to sell bulk water to walk-in customers. The permit is \$1,000.00 annually and they want to know DYWA's opinion on discontinuing this service.
- It takes a considerable amount of time to hook up and distribute the water to only a handful of customers yearly, and thus does not seem worth the cost of the permit.
- Mr. Mendisky noted the only time he would see this being an issue would be during an emergency (like a drought).
- After some discussion with DYWA, RLMA decided they will not be pursuing this permit.

- **Watershed Weekend**

- Source Water Protection Week includes both Saturday, September 16th, and Saturday, September 23rd this year. RLMA asked DYWA which weekend would work best for them to participate in their Watershed Weekend event.
- After some discussion, it is decided Watershed Weekend will be **September 16th, 2023.**
- Mr. Krantz is going to send DYWA a write-up for their newsletter, which will also be sent to the Red Lion Area School District and the Dallastown Area School District.
- Mr. LaTulippe announced that he will be taking over as Chairman of the Source Water Protection Committee. Mr. Missimer will be stepping down but will remain a member.

- **Kamstrup Meters**

- RLMA is halfway through the process of replacing all their meters with Kamstrup meters. During this process, Kamstrup did a free promulgation study and determined that with a few antennas RLMA could read 99% of their meters remotely, in real time, using AMI technology.
- Mr. Krantz asks DYWA if their current meter replacement project (with MasterMeters) is compatible with AMI technology, and it is. Both Authorities agree to open future discussion of a joint project to install these antennas (if it is strategically possible).
- This will not only be more efficient for employees of both Authorities, but the technology could also link with new utility billing systems and catch leaks far more quickly.

- **Next Year's Meeting**

- **July 10th, 2024, at Dallastown-Yoe Water Authority offices at 6:30pm.**

Adjournment:

- Mr. Minnich made a motion to adjourn the meeting and Mr. D. Reichard seconded. All were in favor and the meeting adjourned at 6:53pm

Respectfully submitted by Kyrsten Scutta

Red Lion Municipal Authority
Meeting Minutes
Wednesday July 26th, 2023

Members Present

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

Others Present

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

Meeting Agenda/Minutes:

The meeting was called to order at 7:00p.m. The pledge was recited before the RLMA-DYWA Joint Meeting that preceded. 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 June 28, 2023, meeting minutes and Mr. D. Reichard seconded. All were in favor and the motion carried.

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

Connections Report: there were 2 new connections.

Visitors: None.

Water & Sewer- New Business:

- **2022 Audit**

- The finalized copies of the audit were distributed to the Board. Mr. D. Reichard motioned to approve the 2022 audit as submitted by Hamilton-Musser and Mr. Minnich seconded. All were in favor and the motion carried.

- **Solar Renewable Energy**

- Mr. Krantz and Mr. Klinedinst visited the rice paddies with SRE to see if it is a viable site for solar panels. It was determined that considerable work will need to be done to the site before installation could occur. This will include some tree removal, grading, leveling the dredging pit, etc. The site will work though and could house enough panels to produce double the electricity needed to power the plant.
- There is also some discussion about where to take dredging in the future and Mr. Klinedinst volunteers his farm. Mr. J. Reichard says there will be some logistics to work out and it will require an NPDES permit.
- SRE is also going to investigate the potential for us to use existing MetEd poles to get the electricity across the water and back to the plant.
- Mr. LaTulippe wants to make sure we have a complete cost breakdown and that this will be worth the money in the long run. There is also considerable discussion about other work needing done to the area from a general maintenance standpoint to preparing for installation.
- Mr. Dillinger informed the Authority that this project is probably going to be on the backburner for a considerable amount of time, as a similar project submitted through Windsor Township hit some issues from the zoning perspective. They applied via special exception and were denied and are now in the appeals process. Mr. Dillinger stated that it would be wise to wait until this matter is resolved before we apply. He is going to talk to the Windsor solicitor and keep us posted.

- **PENNVest Loan**

- DN Tanks informed Mr. Krantz that if we want the Edgewood Tank replacement project to be completed in 2024, we need to get on their schedule very soon.
- Mr. Krantz attended Rep. Wendy Fink's First Friday event to discuss the status of the DCED grant money. She informed him that due to a budget impasse, the PA Senate has recessed until September, so the earliest we could be awarded any funds is upon their return.
- Mr. Krantz then contacted PENNVest who informed him that if an application for a loan is submitted by August 2nd, it could be approved in time to meet the 2024 deadline.
- Entech informed us that they could have a proposal together in time and that DEP issued us a Categorical Exemption to waive the need for an environmental study as this project is a direct replacement of previous structures.
 - The Public Notice for this project's loan application was published in the York Daily Record today (7/26/23) for a 30-day comment period.
 - Mr. D. Reichard motioned to authorize Mr. Krantz (through Entech) to submit for a loan from PENNVest (for the Edgewood Tank and Greenbranch Generator) by August 2nd. Mr. LaTulippe seconded, and all were in favor.
- Mr. Dillinger informed us that if we receive any DCED grant money after receiving a loan from PENNVest, they will take that amount off the loan.
- Mr. J. Reichard suggested we ask for a debt amortization schedule from PENNVest to stay aware of how we are going to move money and raise funds to pay back the loan.
- There are other projects we have upcoming (such as the Beaver Creek Raw Water Transmission Line replacement) that could not be included in this loan application as we have not yet received DEP permitting for them.

- **Bulk Water Permit**

- DEP noted at our latest inspection that we do not have a permit (\$1,000.00 annually) to sell bulk water to walk-in customers. This matter was discussed at the RLMA-DYWA joint meeting, and it was determined we will discontinue this service.

- **Barrasso Excavating**

- Mr. J. Reichard submitted a request for the final payment to Barrasso Excavating that was held in retainage until vegetation was fully restored.
- Mr. Klinedinst questioned some overall numbers and Mr. J. Reichard was able to provide a better understanding of the billing breakdown.
- Mr. Krantz noted that some of the decisions made (in the field) should have been through an official change order, as discussed with the previous Board. In the future, this will be the process, rather than just discussion amongst work crews.
- Mr. LaTulippe motioned to pay the \$2,512.50 to Barrasso Excavating and Mr. Minnich seconded. All were in favor and the motion carried.

- **Watershed Weekend**

- The event will take place this year on **Saturday, September 16th, 2023**, as discussed in the RLMA-DYWA joint meeting.
- Information will be sent to Dallastown for their newsletter, as well as to both Red Lion and Dallastown Area School Districts.

- A rain barrel will be on display to advertise their sale, as well as a board displaying all our current projects.
- **Kamstrup Promulgation Study**
 - The potential for a joint project with Dallastown to install antennas and read meters remotely was discussed at the RLMA-DYWA meeting that preceded.
 - Mr. Krantz informed the Board that before he took over as Superintendent, the first 1800 meters Kamstrup installed did not have the AMI capability required to read remotely.
 - There is some discussion about why this may have occurred, but nobody is certain. Mr. Klinedinst plans to bring this matter to the attention of the salesperson we had through Kamstrup. Ideally, we would be able to sell these meters back and replace them, resulting in one working system.
 - Mr. Krantz plans to have a better overall idea at the September meeting.
- **PMAA Conference**
 - Mr. LaTulippe motioned to send Mr. Krantz to the PMAA Conference in the Poconos, and Mr. D. Reichard seconded. All were in favor.
- **Utility Billing System**
 - Mr. LaTulippe joined Mr. Krantz, Ms. Heather Grove, and Ms. Tammy Heffner to review three different potential utility billing companies (Cusi, Muni-Link, and Edmunds).
 - He noted that comparing the companies is a bit confusing, with different pricing structures and terminology, but after sorting through everyone agreed that either Cusi or Muni-Link would best suit RLMA's needs.
 - More in-depth presentations are scheduled to narrow it down to just one. Mr. LaTulippe notes that they all have pros and cons and plans to make sure we get the best system for our employees and our customers.
- **Next year's RLMA-DYWA Joint Meeting**
 - Wednesday, July 10th, 2024, at 6:30pm in Dallastown.

Solicitor's Report: (Cory Dillinger)

- **Intermunicipal Agreement**
 - Mr. Dillinger provided a draft of the agreement to the Board. There are still a few outstanding issues to work out with Windsor Township's Solicitor such as the naming of the pump station. RLMA calls it the E. Prospect Road Pump Station and Windsor calls it the Freysville Road Pump Station.
 - The only other issue is a paragraph stating the max number of gallons to go through each other's pump stations. After some discussion, Mr. J. Reichard believes it's just a cautionary clause that can be worded to say neither side can overload the system, and any new flows will result in a flow analysis ahead of time.
 - Mr. Dillinger said Windsor passed the agreement "in principle," and asks if the Board is willing to do the same – with the above changes to be noted.
 - Mr. D. Reichard motioned that RLMA is comfortable with the agreement as is, including the changes mentioned, and Mr. LaTulippe seconds. All were in favor, and Mr. Dillinger will have a copy to be signed at the next meeting.

- **Water-Sewer Permit Application**

- Mr. Dillinger updated the Authority that he is almost finished with the application wording but wants to be sure everything is in order.
- He added language that includes paying a tapping fee and a reasonable monthly water charge for non-compliance within the hook-up time. He also added that the agreement will be memorialized as a restriction against the property (with the permit as an exhibit) in case ownership changes before water hook-up would be required.

- **Library Road**

- Mr. Krantz and Mr. Klinedinst met with Kinsley Engineering onsite and came to an amicable conclusion. Kinsley stated that they were unaware of the state of the road and will be fixing it for us. Mr. Dillinger noted that Kinsley will send an email once the work is complete, along with a written statement certifying there are no pins left in the road in case of future construction.
- Previous issues with the easement agreement for this area are going to be remedied.

Engineer's Report: (Jason Reichard)

- **Beaver Creek Raw Water Transmission Main**

- CS Davidson has been requested to move forward with the survey and design.

- **Windsor Borough Master Meter Remote Reading**

- Mr. J. Reichard received the feasibility study from Keystone Engineering Group earlier in the day and plans to have it ready for the Board at next month's meeting after he has a chance to review it. The engineering cost for this effort was approximately \$1,250.00.

Superintendent's Report: (John Krantz)

- Mr. Krantz submitted all the reports for June 2023. Our Consumer Confidence Report was also sent and accepted by DEP.
- We received an AED Unit for the maintenance service truck that was paid for by the Susquehanna Municipal Trust Grant we received last year. The grant (which is almost guaranteed to be awarded) pays for new safety equipment and the application is due soon. Mr. Krantz is going to consult with Mr. Keith Smith about what new safety equipment we need.
- There is some discussion about the need to bond Woodbridge Road during the Edgewood Tank Construction Project to prevent damage.
 - Mr. Dillinger consulted Mr. J. Reichard on the matter, who stated this is not a common practice and would most likely be unnecessary. They would like to reach out to Windsor Township as a courtesy to see if they have an opinion on the matter.
 - Mr. Klinedinst expressed concern for potential concrete spillage on the road. This happened at another location in Red Lion, and if not cleaned up right away can leave long-lasting effects.
 - Discussion will continue after meeting with Windsor Township.
- RLMA hired a full-time plant operator after a search for a part-time employee was unsuccessful. He is a graduate of Thaddeus Stevens with his Distribution license and will obtain his Treatment Plant license within 2 years.
- The DEP Water Treatment Plant inspection report we received, and they are concerned about the coating on Fairmont Tank. Mr. Krantz stated that we have never coated the inside of the tank, and

the coating on the outside was noted to be chipping by DEP. He informed them that after Edgewood Tank is constructed, we will be able to perform necessary repairs on Fairmont Tank.

- He is also revising the Lead & Copper sampling, Total Coliform Rule sampling, and Uninterrupted System Service plans and will send that information to DEP.
- Our Sensus Meters have been malfunctioning and we have been unable to read them remotely. Mr. Krantz troubleshooted with Mr. Brandon Mundy and Mr. Jacob Tome to determine it was a bad cable. Since replacing the cable, everything has worked fine, and we have more in stock.
- Mr. LaTulippe is taking over as Chairman of the Source Water Protection committee. Mr. Skip Missimer will remain on as a member.
 - Mr. Kurt Wagner at PA Rural Water provided several brochures for us to display on our website. He is also working on a story map for us to display as well.
- The RLMA office has been consistently losing internet service over the past few months. Comcast came out and replaced our modem and performed a check of the whole system which will hopefully solve the issue.
 - We also eliminated our PRI account and (4) unused numbers in the office to lower bills.
- DN Tanks came to meet with Mr. D. Reichard, Mr. Klinedinst, Mr. LaTulippe, and Mr. Krantz regarding the Edgewood Tank construction. They were very informative and provided models for the work to be completed. They say we need to get our PENNVest application done quickly to make their schedule for 2024.
 - We were also awarded a Categorical Exemption from DEP for an environmental study of this project.
- Thomas J. Anderson provided the Defined Benefit Pension Plan Statements, and they were delivered to the employees covered.
- Mr. Krantz received a customer complaint from 302 Forest Hills Road in Sutton that our water made them sick. A complaint was also posted on our Facebook page. Upon speaking with the customer, Mr. Krantz informed them that we have had no other complaints and to have the hospital contact us if they believe the water to have been the cause. We have heard nothing since.
- Hamilton Musser submitted the DCED report to the state of PA after delivering our audit.
- Our upcoming loan application for projects was advertised in the York Daily record on July 26th.
- Three candidates were interviewed for an Administrative Assistant position by Mr. Krantz, Ms. Heather Grove, and Ms. Tammy Heffner. All the candidates were very qualified and the three of them were able to choose one who starts August 14th.
 - We are also going to hire our current temporary Administrative Assistant full-time when she is released from her contract with Express Employment Services.
- We held a quarterly safety meeting with Murray Insurance in attendance on 7/17/23. To receive \$1,500.00 annually in savings, such a meeting would need to be held monthly.
 - Mr. Krantz is going to research the best way to ensure we have a safe work environment.
- The transfer switch on the Country Club Hills pumping station failed on 7/19/23 and Mr. Krantz contacted Martin Energy to fix it. After determining a coil had burnt up, they ordered the necessary parts to replace it which was completed earlier today.
 - Martin Energy is going to be providing quotes to service all our generators annually, as well as providing a list of parts we should keep in stock for faster repairs.
 - They are also Co-Stars certified and will quote us a price for the Greenbranch generator, rigging, installation, and start up as well.

- Mr. Chad Arnold provided fire extinguisher training to all our office employees. It was very successful and informative; Mr. Arnold did a great job!
 - Red Lion Borough staff were invited to attend this training as well.

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 to Executive Session to discuss personnel issues among other matters at 8:38 p.m.

Adjournment: The Authority reconvened from Executive Session at 9:08 p.m.

- There was a vote to ratify the hire of Isaiah Rosario as a Plant Operator I. All were in favor.
- There was a vote to ratify the hire of Brechet Frank as an Administrative Assistant. All were in favor.
- There was a vote to authorize the future hire of Ashanki Regis Manley as an Administrative Assistant. All were in favor.

Mr. Klinedinst adjourned the meeting at 9:10 p.m.

Respectfully submitted by Kyrsten Scutta

**Red Lion Municipal Authority
Meeting Minutes
Wednesday August 23rd, 2023**

Members Present

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

Others Present

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

Visitors:

Steve Foote
Bob Searer

Bob Frutiger
Tina Frutiger

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00p.m and the pledge was recited.
- Mr. Henshaw made a motion to approve tonight's agenda and Mr. LaTulippe seconded. All were in favor and the motion carried.
- Mr. LaTulippe made a motion to approve the minutes from the joint RLMA-DYWA meeting on July 26, 2023, 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 July 26, 2023, 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 were no new connections.

Visitor Matters:

Mr. Steve Foote (with Foote Property Management, LLC) and Mr. Bob Searer were present with questions regarding a flood easement agreement from 1989. Mr. Foote wishes to purchase property from Mr. Searer at 1446 Prayer Mission Road in Lower Windsor Township. However, the easement states that no new permanent habitable structures may be erected on the property. Any that already exist are allowed to stay. Mr. Foote is concerned about how this will affect his future property. Mr. Dillinger clarified a few of the questions being raised:

- First, the agreement is very vague, and we are not sure if a mobile home constitutes a permanent structure as it could be moved in the event of a flood.
- Second, we need to speak with DEP to get a better understanding of their requirements in this situation.
- Mr. Dillinger and Mr. J. Reichard also brought up the redesign recalculation (from the dam breach analysis) that we submitted to DEP four months ago that does in fact reduce the affected flood area. We have yet to hear if DEP has accepted this.

The Authority is not opposed to assisting in this matter, but it is stated that we will need time to investigate and gather information. It is noted that Mr. Foote is on a due diligence time crunch, but he said he and Mr. Searer will see what they can work out. Mr. J. Reichard also clarified that this easement agreement is different than a FEMA 100-year flood plain.

- There is a question about the cost of these negotiations and Mr. Foote stated he is willing to pay for the cost to have our solicitor negotiate this matter.
- Mr. Minnich made a motion to authorize Mr. Dillinger to further investigate the easement agreement and Mr. Henshaw seconded. All were in favor and the motion carried.

Water & Sewer- New Business:

- **Resolution 2023-8**
 - This is a resolution to submit a Financial Assistance Application to the Pennsylvania Infrastructure Investment Authority (PENNVest).
 - Mr. Henshaw motioned to pass Resolution 2023-8 and Mr. Minnich seconded. All were in favor and the motion carried.
- **Resolution 2023-9**
 - This is a resolution declaring intent to reimburse interim funds used to pay the water project costs and submit a Letter of Responsibility to the Pennsylvania Infrastructure Investment Authority (PENNVest).
 - Mr. LaTulippe motioned to pass Resolution 2023-9 and Mr. Minnich seconded. All were in favor and the motion carried.
- **Second Floor Rent Increase**
 - The Authority brought to the table for discussion raising the rent for the second floor at 11 E. Broadway by \$500.00 (from \$1,500.00 to \$2,000.00 per month). Mr. Minnich suggested we wait until the first of the year and everyone agreed. We will need to give a minimum of two months' notice according to the lease.
 - Mr. Henshaw motioned to raise the rent as of January 1st, 2024, with notice to be given no later than October 1st, 2023. Mr. LaTulippe seconded, and all were in favor. Mr. Klinedinst suggested we notify the Borough as soon as possible.
- **AMI Meters**
 - Mr. Krantz will have more of an update from Kamstrup about the meters installed without AMI capability at the next meeting.
 - He also mentioned a new program offered by Amazon, where a register they provide can be placed onto a meter and make it AMI capable. They then transmit the readings via Amazon Sidewalk, and he thinks it is a good backup option if Kamstrup is unwilling to correct the issue. RLMA will be receiving 3 of these registers as a trial.
- **Cross Easement Agreement between Kaltreider-Benfer Library and RLMA**
 - Mr. Dillinger brought to the Authority's attention that while this agreement (that he discovered when the Library Road repairs were being discussed) was signed by everyone when it was written, Stock and Leader never actually recorded it. RLMA, the Borough, and the Library are all re-signing and this time it will be properly recorded.
 - Mr. LaTulippe motioned to accept and sign the agreement and Mr. Henshaw seconded. All were in favor and the motion carried.
- **Edgewood Tank Project Bid**
 - Mr. Krantz requested a motion to advertise the Edgewood Tank project for bid.
 - Mr. Henshaw made the motion and Mr. Minnich seconded. All were in favor.
- **Greenbranch Generator**
 - Mr. Krantz provided the Board with three quotes for different brands of generators, all to be installed by the same company. After some discussion, Mr. Krantz and Mr. Klinedinst both expressed that they have been very satisfied with Cummins generators in the past.
 - This generator would be bought, installed, and maintained through the same company (Martin Energy). There will be a separate quote for masonry and a new door mechanism.

- The lead time on any of the generators is approximately 60 weeks. Mr. Klinedinst asked Mr. Krantz to call to discuss options like a 2% price reduction or a free rental generator if they cannot deliver on time.
- Mr. LaTulippe motioned to order the Cummins generator and Mr. Minnich seconded. All were in favor and the motion carried.
- **Damaged Windows in Authority Maintenance Building**
 - Three separate quotes were provided to the Authority for review to replace windows. After some discussion, the Board decided they want more information from each company to make sure they are comparing apples to apples and getting what they want.
 - Mr. Henshaw motioned that we table this matter until we have more information. Mr. Minnich seconded, and all were in favor.

Solicitor's Report: (Cory Dillinger)

- **Connection Agreement Update**
 - Mr. Dillinger finalized the Water-Sewer permit application to include language allowing a customer to hook up to sewer only and then later hook up to water (with repercussions listed for failure to comply).
 - The customer in question decided to make the repairs necessary to hook up to water now and will no longer need to go this route.
 - Mr. Klinedinst suggested we charge a fee up front next time to have a solicitor prepare such a document, but Mr. Dillinger assured him that the document is now ready for use in the future and will require minimal work going forward.
- **Solar Renewable Energy**
 - Mr. Dillinger informed SRE of the pending appeal in Windsor Township.
 - Mr. LaTulippe asked if there would be any conflict of interest in the future with Mr. Craley being involved with Windsor Township Zoning as well as the Red Lion Borough, and Mr. Dillinger stated that there would not.
- **Intermunicipal Agreement with Windsor Township**
 - Everything is still on track for this agreement to be finalized as soon as the Windsor Township Solicitor receives signatures from their Board.
- **Beaver Creek Monitoring Update**
 - Mr. Krantz provided Mr. Dillinger with the data from July and August, and this should now be enough for Mr. Dillinger to discuss the water allocation permit issue with DEP.

Engineer's Report: (Jason Reichard)

- **Windsor Borough Master Meter Remote Reading**
 - Mr. J. Reichard presented a basic summary of the preliminary engineering report for the meters in this project (from KEG).
 - Option 1 (~\$40,000) Metron-Farnier meters with cloud-based meter reading
 - Option 2 (~\$75,000) Sensus meters with cellular meter reading
 - Option 3 (~\$65,000) Master Meter meters with cellular meter reading
 - The Board asked various questions about the reliability of cellular service and the threat of lightning to the antennas involved that Mr. J. Reichard addressed.

- Mr. LaTulippe asked for Mr. J. Reichard's recommendation, and while he said he is partial to the cellular systems that keep all the data in one location - he suggested running the different options by the operators to get their opinions (which Mr. Krantz will do).
- Mr. Klinedinst wants to discuss this project with Windsor Borough once we have discussed the details necessary to make a choice.
- Mr. J. Reichard also mentioned that some money could potentially be saved by RLMA performing the work, as these quotes have other companies installing meters.

Superintendent's Report: (John Krantz)

- Mr. Krantz submitted all necessary reports for July 2023.
- Martin Energy was able to repair the damaged transfer switch at the Country Club Hills Pumping Station. This switches between utility power and a generator and is required by law.
- RLMA sampled the Cl₂ residual at the water main extension installed by Aldi and it failed (it was less than 1.0 mg/l). We believe the reasoning may be because the sample sat too long over the weekend. They are going to disinfect the main again and notify us when they are ready to be retested and have further samples submitted to LABS, Inc.
- We received a Notice of Violation (NOV) from DEP stating that we missed our second quarter sample for alkalinity. Mr. Krantz then called LABS, Inc. to ask why it was never reported because we did, in fact, take the sample. Due to a chain-of-custody discrepancy, the sample ended up being reported incorrectly into DEP's system. After both RLMA and LABS employees submitted explanations, DEP marked it as a clerical error and the NOV was dropped.
- Entech provided confirmation that they submitted our PENNVest loan application on 8/1/23.
- In 2015, RLMA informed all customers whose properties share a curb-stop with another customer (only one shutoff for two water lines) that a new service line with a separate curb-stop needed to be installed per our updated Rules and Regulations.
 - One such customer is selling their property with a joint curb-stop, and we informed the settlement company that a new service line with its own curb-stop would need to be installed before the property could be sold. The customer was notified of this via US Mail and Certified Mail in 2015 but claimed that they were never informed and became quite belligerent.
 - The buyer was appreciative that the issue was brought to light and insisted it be taken care of before closing.
 - After conferring with our solicitor, we informed the realtor that money could be put into escrow to cover the cost of installation (after closing) so the seller would be able to afford to replace the line.
 - We are going to send new letters out to all remaining properties like this to emphasize the requirement on separating the service lines.
- The display screen on the VFD that controls the Beaver Creek Pump is broken. Heim Electric replaced it, but this did not resolve the issue. They recommend a new VFD, new panel, and new soft start that will cost around \$60,000. Mr. Krantz recommends we replace the VFD now (around \$12,000) and then budget for the other two parts next year.
 - The VFD is necessary to keep the motor steady and fixing this will reduce overtime calls to come in and reset it.

- Mr. Minnich motioned to purchase a new VFD for approximately \$12,000 and Mr. Henshaw seconded. All were in favor and the motion carried.
- PIRMA provided a quote for liability insurance that is up 5% from last year. We are waiting for a quote for property insurance through them (which we currently receive through Kocman).
- Mr. Krantz met with Quantum Accounting to review how things have been going as well as to start gathering budgetary numbers. We will then begin to work with Mr. J. Reichard to have a budget ready for the October meeting.
- Drue Honz with Raybern was able to help Mr. Krantz coordinate a meeting with the two remaining utility billing software vendors we are still interested in for the beginning of October. Mr. Krantz, Mr. LaTulippe, Ms. Heather Grove, and Ms. Tammy Heffner will attend.
- We had 42 delinquent accounts on shutoff day and expect the number to continue to go down since implementing the delinquent bill fee.
- General Dynamics provided 12 rain barrels for us to sell, and they are in the process of making more. The sale of these barrels has been quite successful.
- Mr. Krantz has a meeting scheduled with Core & Main to discuss AMI reading of the 1,700 meters installed without this capability. He is also looking into an option through Subeca, which uses Amazon Sidewalk to make meters AMI capable.
- We contacted DN Tanks and Entech Engineering about the importance of advertising the Edgewood Tank Project for bid for it to be completed in 2024.

Other Business:

- **Budget and Water Rates**
 - Mr. Klinedinst mentioned that it is time to start talking about the 2024 budget and different options available to pay for the Edgewood Tank. He is in favor of adding a \$5.00 monthly fee to everyone's bill that will stop as soon as the tank is paid for, instead of raising the monthly water rate. The Authority will be discussing all options soon.
- **Wise Avenue**
 - A sewer ditch settled and thus needs to be dug out down to the pipe and repaired. Mr. Dan Shaw met with Mr. Krantz to discuss scheduling a meeting where he and some Authority members can go investigate, along with Mr. Jeff Shue. The plan is to complete the work in tandem with the utility companies, so we only need to dig once. The Authority will pay to pave the portion of the road we utilize.
- **Our Watershed Weekend event is September 16th from Noon-4pm.**

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 personnel issues among other matters at 8:36 p.m.

Adjournment: The Authority reconvened from Executive Session at 9:06 p.m.
Mr. Klinedinst adjourned the meeting at 9:07 p.m.

Respectfully submitted by Kyrsten Scutta

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

Members Present

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

Others Present

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

Visitors:

Tina Frutiger

Bob Frutiger

Meeting Agenda/Minutes:

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

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

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

Connections Report: there were 2 new connections.

Visitor Matters: no visitor comments

Water & Sewer- New Business:

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

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

Current RLMA Projects (Presented by Mr. Krantz):

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

- **Other Matters Continued...**

- Meter Replacement Project: Mr. Krantz informed the Authority that we need more $\frac{3}{4}$ inch meters, and that Core & Main is having a sale right now (\$15 off per meter)
 - To date, we've installed 2396 AMI capable meters and 1743 meters not capable of AMI for a total of 4139 meters. We still need to install 2790 more.
 - Mr. Krantz suggested we buy these meters in bulk while they are on sale. Mr. J. Reichard agreed that we should install as many new meters as possible now for financial reasons.
 - Core & Main has 700 Kamstrup meters available at this price. Mr. LaTulippe made a motion to order the 700 meters and Mr. Minnich seconded. All were in favor and the motion carried.
- Mr. Klinedinst questioned if we have an update on the 1743 meters installed without AMI capability. Mr. Krantz replied that we do not have many options.
 - We can try to resell the meters to make some money back to buy new AMI capable ones, but this does not seem like a very viable option. Kamstrup offered to help us find buyers for these meters.
 - The Subeca option (through Amazon Sidewalk) is also no longer viable. None of these meters have the 3-wire plug-in required to be converted to AMI. As of now, there is no way possible to convert the meters to be AMI capable.
- Mr. Krantz asked Kamstrup if there is a plan in place to convert these types of meters in the future but did not get much of a response.
- These meters were purchased by a previous Board and before Mr. Krantz was Superintendent.

Solicitor's Report: (Cory Dillinger)

- **Solar Renewable Energy, LLC**

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

- **Beaver Creek Monitoring Update**

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

- **Temporary Water Meter Agreement**

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

- **Cabin Creek Flood Plain Easement**

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

- **Edgewood Tank Easement**

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

- **Aldi Update**

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

Engineer's Report: (Jason Reichard)

- **2024 Water & Sewer Operating Budget**

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

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

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

- **Prospect Street Pump Station B Elimination**

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

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

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

Superintendent's Report: (John Krantz)

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

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

Other Business:

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

Statement and Bill Approval:

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

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

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

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

Respectfully submitted by Kyrsten Scutta

**Red Lion Municipal Authority
Budget Meeting Minutes
Wednesday October 25th, 2023**

Members Present

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

Others Present

John Krantz-Superintendent
Jason Reichard- Engineer

Visitors:

none

Meeting Agenda:

- The meeting was called to order at 6:00p.m. and the pledge was recited.
- Mr. Klinedinst opened the discussion of the proposed budget for 2024.

Water Budget:

- **Edgewood Tank**
 - A monthly fee is going to be added to all customer bills to pay for the new tank. When the tank is paid for (in approximately 3 years), the added fee will no longer be reflected on the bills.
 - Residential: \$5.00/month
 - Commercial: \$25.00/month
 - Institutional/Industrial: \$115.00/month
 - There was some discussion on how billing apartment buildings will work as well.
- **Rate Increase** (necessary to cover expenditures)
 - Residential: 2% (roughly \$1.00 more for 3,000 gallons)
 - Bulk/Commercial/Institutional/Industrial: 5%
- **Salaries:** Union and Non-Union employees are all projected to receive a 5% raise for 2024.
- **Expenditures**
 - There was general discussion regarding increasing/decreasing various expenditures such as General Office Supplies, Computers and Software, Cleaning and Supplies etc.
 - After a bit of debate on whether the back building needs to be cleaned as often as it is currently, the Board decided to leave the cost projection where it is.
 - Legal and Professional Fees currently include a wide array of services, and it is possible we might need to create a new category (or more) in the future to have a more accurate budget.
 - The old system was brought up and how it was easier to breakdown expenses, and we want to find a middle ground between the two.
 - Engineering:
 - This category has a significant increase due to the large number of projects currently in progress as well as because we did not have final numbers from 2022 when the 2023 budget was prepared.
 - Contingencies/Emergencies/Surprises also generally fall into this category, and we need to account for that.
 - Miscellaneous is currently very vague like Legal and Professional Fees, and we plan to break this category down better as well.

- Utilities: Electricity, Heat, Telephones etc.
 - We have some plans to decrease our Telephone Category, but utilities are heavily affected by inflation and the unknown economy.
- Maintenance and Repair
 - Some of the things in this category could also be better broken down like in the other categories.
 - Mr. J. Reichard suggested keeping new meter purchases as a separate line item (not in this category), so we do not inaccurately inflate the budget.
- PENNVest Loans are broken out to account for the Edgewood Tank.
- A few other various accounts are discussed briefly as well with no notable changes.

Sewer Budget:

- The budget for Sewer is essentially the same as last year, except with the reflection of a 3% increase for services.
 - Mr. J. Reichard demonstrated the need for the rate increase to the Board.
 - There is still one outstanding payment missing, which is needed to close a gap in the numbers.
 - Billing needs to be more appropriately coded to Sewer for next year, resulting in a better split between various bills. The Auditors suggested this last year, but most of the year had already passed so it is not yet reflected accurately (a lot more work was done on water this year though).
 - Mr. Krantz is going to send Mr. J. Reichard information on Mill Creek Interceptor and Springettsbury to see if there are any increases.
- ❖ Everyone agrees to table discussion until next month's meeting, and to reach out to Mr. Krantz with any questions, concerns, or suggestions.

Adjournment:

- Mr. Klinedinst adjourned the meeting at 7:13 p.m.

Respectfully submitted by Kyrsten Scutta

Red Lion Municipal Authority
Meeting Minutes
Wednesday October 25th, 2023

Members Present

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

Others Present

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

Visitors:

none

Meeting Agenda/Minutes:

- The meeting was called to order at 7:23p.m. following the budget meeting. The pledge was recited and roll was taken. *Mr. Kelly Henshaw was not in attendance.*
- Mr. Minnich made a motion to approve tonight's agenda and Mr. D. Reichard seconded. All were in favor and the motion carried.
- Mr. LaTulippe made a motion to approve the minutes from the RLMA meeting on September 27th, 2023, and Mr. Minnich seconded. All were in favor and the motion carried.

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

✓ 6.55 inches of precipitation (up from last month) and all is running well.

Connections Report: there were 4 new connections.

Water & Sewer- New Business:

- **PENNVest Funding Offer**
 - Mr. Dillinger announced that we received our funding offer early last week. It appears to be standard, with language mentioning statutory provisions, timing, etc. He will discuss a future resolution (that memorializes debt spending) with Mr. Damgaard to ensure we meet all the appropriate requirements. No action is needed until then.
 - Mr. Dillinger is also going to ask general questions about how soon we can accept a bid now, and how to amend the loan if we receive any grant money.
- **ALDI Water Main Extension Agreement**
 - We have a new copy of the agreement to be signed and notarized in the office (since the first copy was accidentally sent to Windsor and lost). Mr. Krantz will ensure Mr. Dillinger receives the original so it can be properly recorded.
- **USIC Utility Locating & Marking Service**
 - Mr. Krantz came across a company that will take over all our One-Calls for a reasonable rate. They'll be there to do water, electricity, and gas, all at the same time and are overall more efficient. They also take all legal responsibility.
 - This would save us money instead of having two guys go out per call and will also reduce the amount of overtime for overnight/emergency calls.
 - Mr. Klinedinst asked Mr. Dillinger to investigate the legal side of this switch (referencing "past practice" and the union contract).
- **Authority Meeting Dates for 2024**
 - A list of meeting dates for next year was distributed and the Board approved.

- **Resolution 2023-10**

- This resolution is to update the Employee Handbook to remove the hunting provisions.
- A few employees sent in waivers stating they would not hold the Authority responsible for any injury or accident, but the Authority elected to maintain there will be no exceptions.
- Mr. LaTulippe made a motion to approve the new Employee Handbook (with updates to weapons and hunting) and Mr. Minnich seconded. All were in favor.
- New Handbooks will be distributed for all employees to sign.

Solicitor's Report: (Cory Dillinger)

- **Solar Renewable Energy, LLC**

- Mr. Dillinger is waiting for a briefing to be scheduled with the Windsor Zoning Board for their solar matter to be resolved before we can move forward.
- Mr. Klinedinst thought he heard that a decision had been made on this, and Mr. Dillinger said he would find out.

- **Beaver Creek Monitoring Update**

- Mr. Dillinger left messages with Southcentral Regional DEP and the Bureau of Safe Drinking Water to discuss our Water Allocation Permit (& the exceedance violation).
- We have the proper equipment for measurement now, we are just waiting to hear what our next steps should be.

- **Edgewood Tank Easement**

- Entech provided the visual depiction for MPL to prepare the laydown easement for the new tank (given to Mr. Krantz).
- Mr. Dillinger suggested using the nominal dollar for the agreement, and Mr. Krantz said that can all be discussed at the Pre-Bid meeting, Tuesday, October 31st, 2023.

Engineer's Report: (Jason Reichard)

- **Beaver Creek Raw Water Transmission Line**

- In moving forward with this project, CS Davidson started the environmental study of the project area. Bog turtles were discovered so further assessment is needed.
- They are still waiting for leaves and crops to clear out to complete the surveying.

- **Prospect Street Pump Station B Elimination**

- Mr. J. Reichard was waiting for Mr. Krantz to send a letter to Windsor Township regarding this project proposal. Mr. Krantz has the letter drafted but needs more information from Mr. J. Reichard before it can be sent (manhole #, fees, etc.).
- Once this information is received, Mr. Krantz will send the letter detailing our proposed project and stating that we will incur the entire cost.

- **Filter Plant Performance Evaluation**

- Mr. LaTulippe questioned where we stand on the modifications needed at the filter plant (requested by Mr. Brad Sprengle). Mr. J. Reichard replied that he was unsure whether to proceed due to the cost. Mr. Krantz noted that the project is a high priority (6 meters are needed) and he estimated it will cost around \$40,000 (add to Project Board).
 - We need to have our permit amendment accepted by DEP before we can proceed.
- ✓ *Mr. J. Reichard also noted that he has conflicts with any Authority meeting that falls on the third Wednesday (instead of the usual fourth) for 2023 and 2024.*

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for September 2023.
- The (700) ¾ in. meters from Core & Main (at the discounted price) arrived and are now in stock.
- Mr. Klinedinst and Mr. Krantz met with Entech to discuss the bidding process and finalize the design of the Edgewood Tank. The bidding information is now available on PennBid.
 - We have had a few people reach out asking for the bid information to be sent to them directly, and they have been informed that they must go through PennBid.
 - There is a mandatory Pre-Bid meeting 10/31/23 and we will not accept bids from anyone who does not attend.
- Martin Energy repaired the cooling system of the Emergency Generator at the Country Club Hills station. They flushed it multiple times to get it up and running again.
 - They are now going to do annual inspections and oil changes (etc.), as well as informing us which parts to keep in stock. We're moving to preventative rather than reactive maintenance.
- A valve on a toilet in the maintenance building split resulting in water shooting everywhere for a weekend. Mr. Krantz and Mr. Keith Smith discovered the mess Sunday (10/1/23) evening and began to clean it up. The rest of it was cleaned up during the day Monday.
 - There was not much lost to damage (things will be stored on pallets now in case this ever happens again), and we were able to repair the drywall.
- We discovered a leak on Windsor Road and had to disconnect part of a customer's service line (it went through an old septic tank and under a deck they built).
 - A new service line was run, and all other customers have had their service restored. A plumber will need to come out to reconnect the original customer to our new line.
- The No Weapons/Hunting on Authority Property Memo was distributed on 10/3/23.
- The CUSI presentation (for new utility billing software) went very well, and everyone seemed to like their product.
- MuniLink (the other utility billing software option) canceled a presentation with us at the last minute (with contradicting excuses).
 - We eventually saw their demo and they are comparable to CUSI, but everyone seems to be leaning toward CUSI.
- Garrety Glass was out to confirm all the window measurements and we signed their contract.
- There has been a lot of back and forth between the Borough, the Authority, Mr. Craley, and Mr. Dillinger about who is authorized to raise the compensation rate for RLMA Board Members.
 - It has been determined that the Authority cannot raise their own rates, nor can rates be raised in the middle of a term (only the beginning of a new one).
- Doceo (our IT Support Service) is in the process of switching our email domain names to redlionma.org. They also submitted a service report recommending we replace our (3) oldest computer workstations (\$4,500.00 or \$1,500.00 each).
- The old service at the Borough Hall (Lancaster Avenue) was terminated. A new service has been installed and is running well. We do not anticipate a bill to be associated with this.

- Mr. Krantz spoke with BFPE about metering the fire service at North Franklin Street. Mr. J. Reichard reviewed their proposal, and it seems good, but it still needs final engineer approval.
 - The Board opened a lengthy discussion on metering all fire service moving forward and how to go about it. It is agreed that they want to begin requiring the service to be metered.
 - Initially, any existing services that are not metered will be grandfathered in, but eventually through updated inspections and permits we would like to require the service to be metered for everyone.
 - Most properties do have backflow prevention services to prevent stealing of water, however some do not (approximately 20-25).
 - Mr. J. Reichard and Mr. Dillinger are going to investigate updating the Rules & Regulations and any permits to include this language.
- Mr. Krantz spoke with Mr. Dillinger about the wording of the delinquent bill fee (due to a high number of customer complaints) to ensure we were enforcing it correctly.
 - There were 55 delinquent customers with about $\frac{3}{4}$ being repeats.
 - Mr. LaTulippe suggested placing a sign at the counter that would encourage customers to be more mindful (as many speak to the office staff belligerently out of anger).
 - Mr. Minnich questioned if we have a system in place to call delinquent customers and warn them that their water will be shut off if they don't make a payment.
 - Mr. Krantz said while we call as many as we can, we won't have an automated and efficient system until we get our new utility billing software.
- Mr. Klinedinst and Mr. Krantz attended Rep. Wendy Fink's breakfast event on 10/13/23. They discussed the grants that RLMA has applied for, and she said the Senate will reconvene in November to make decisions and award grants.
- The bid for the Edgewood Tank was published in the York Daily Record 10/18/23.
- A wastewater pump at Country Club Hills stopped working, and it was determined that it needed a new wear-plate.
 - Mr. Krantz stated that all the pumps should have had their wear-plates replaced periodically and over time, but right now they all need new ones at the same time and it's going to be approximately \$16,000.
- Mr. Krantz, Mr. Klinedinst, and Mr. LaTulippe attended the Windsor Borough Authority meeting to discuss sharing the cost (\$50,000) of installing meters that can be read remotely via cellular. These two meters of theirs are 15 years old and need to be replaced soon regardless.
 - They said they are open to the idea of sharing the cost but need a breakdown first.
 - Mr. J. Reichard is looking into combining these two meters into one, however it is difficult as one line runs all the time and the other does not (hence the current split).
- PENNVest awarded our loan in the amount of 4 million dollars.
 - The initial interest rate is 1.743% for the first five years.
 - It will then become 2.179% for year 6 maturity.

Other Business:

- **Windsor Borough Agreements**
 - Mr. Klinedinst stated that the only agreement with Windsor that he can find is from 1989 and asked Mr. Dillinger if it needs updated. Mr. Dillinger replied that he is confident it has been updated since then, and that it can be hard to track down amendments and side letters. He is going to send everything over chronologically.
- **Proposed Engagement Letter for Solicitor Services**
 - Mr. Dillinger presented the Board with a letter for solicitor services for 2024.
 - Mr. LaTulippe made a motion to accept and sign the letter from MPL Law firm and Mr. Dillinger, and Mr. Minnich seconded. All were in favor and the motion carried.

Statement and Bill Approval:

- Mr. Minnich motioned to approve the bills and was seconded by Mr. LaTulippe. Mr. D. Reichard abstained from the vote, but all others were in favor and the motion passed.

Executive Session: The Authority moved to Executive Session to discuss various matters at 8:42 p.m.

Adjournment: The Authority reconvened from Executive Session at 9:32 p.m.

- Mr. Klinedinst adjourned the meeting at 9:35 p.m.

Respectfully submitted by Kyrsten Scutta

Red Lion Municipal Authority
Meeting Minutes
Wednesday November 29th, 2023

Members Present

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

Others Present

John Krantz-Superintendent
Chris Toms- Engineer
Cory Dillinger-Solicitor
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. Henshaw made a motion to approve tonight's agenda and Mr. D. Reichard seconded. All were in favor and the motion carried.
- Mr. LaTulippe made a motion to approve both the minutes from the RLMA Budget Meeting and the regular RLMA Meeting on October 25th, 2023, and Mr. Minnich seconded. All were in favor and the motion carried.

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

✓ 3.15 inches of precipitation and all is running well.

Connections Report: there were no new connections.

Water & Sewer- New Business:

- **Resolution 2023-11 (Adopting the 2024 Budget)**
 - Mr. Klinedinst asked if we need to advertise before we can formally adopt the 2024 budget and Mr. Dillinger said that we do not.
 - Mr. Klinedinst also emphasized he wants the wording to be clear on the \$5.00/month tank fee (or \$180.00 up front). It will end after the tank is paid for (~3 years) and go directly into a separate account just for the tank. Our new utility billing software will make this easier to keep track of for the office staff.
 - Mr. Minnich made a motion to adopt the 2024 budget and Mr. LaTulippe seconded. All were in favor and the motion carried.
 - ❖ This resolution was just for the budget, not the water and sewer rates.
- **Resolution 2023-12 (Authorize Request for Statewide Local Assessment Grant)**
 - Entech provided a form for Mr. Krantz to fill out to apply for the grant. This resolution authorizes him to do that. Mr. LaTulippe made the motion and Mr. Minnich seconded. All were in favor and the motion carried.
- **Resolution 2023-13 (Request Red Lion Borough extend life of RLMA through 2073)**
 - This resolution was needed to extend the life of the Authority so it will exist for the duration of the loan (a requirement of PENNVest).
 - The Borough must authorize this action as they created the Authority in the first place and appoint its members. They should approve this action at their December meeting.
 - Mr. Henshaw made the motion and Mr. Minnich seconded. All were in favor and the motion carried.

- **Union Rejection of USIC Utility Locating & Marking Services Proposal**
 - Mr. Krantz proposed bringing in a third party to complete One-Calls (utility marking) at our last meeting. This would allow more time for meter installations and the Lead & Copper Line Identification project (both of which constitute a heavy workload).
 - The members of the union voted unanimously against it because they do not wish to have any work taken from them.
 - Mr. Dillinger wished to discuss this further in Executive Session.
- **PENNVest Pre-Closing Letter & PENNVest Loan closing schedule**
 - Everything is on track to continue moving forward and a schedule of many meetings and phone calls has been laid out.
 - The opening meeting will include Mr. Dillinger, Mr. Krantz, Mr. Damgaard, Entech and a Loan Counsel Representative.
 - One special meeting will require Mr. Klinedinst and Mr. Minnich to attend and sign documents (via Microsoft Teams).
 - Many parties are involved to get all the information nailed down for closing (Feb 2024).

Solicitor's Report: (Cory Dillinger)

- **Solar Renewable Energy, LLC**
 - Mr. Dillinger reported that Mr. Klinedinst was correct at the last meeting and the Judge agreed with the developer over the Windsor Township Zoning Board.
 - Windsor is not going to appeal, instead they plan to amend their zoning ordinance.
 - Mr. Dillinger suggested we wait until this is completed and then see where solar development is allowed according to Windsor.
 - Mr. Klinedinst asked how things would proceed moving forward (with Mr. Dillinger now representing both RLMA and Windsor Twp), and Mr. Dillinger replied that he is working on all the details with Mr. Andrew Miller.
 - Conflict waivers may need to be signed for more intimate matters.
- **Beaver Creek Monitoring Update**
 - DEP finally got back to Mr. Dillinger regarding our Water Allocation permit (and apologized for the delay). He said that it is overall positive news but would like to discuss this matter further in Executive Session due to possible litigation.
- **Edgewood Tank Easement**
 - MPL provided an updated temporary easement laydown to the property owner in question and is working with them to finalize all the details.
- **ALDI:** The updated agreement was sent to ALDI, but MPL has not heard back from them yet.

Engineer's Report: (Chris Toms)

- **Beaver Creek Raw Water Transmission Line**
 - Mr. Chris Toms reported that Mr. J. Reichard provided a schedule for this project detailing upcoming critical points. Mr. Dillinger's services may be needed as well.
- **Windsor Borough Master Meter Remote Reading**
 - Mr. Colin Cash sent an email stating that RLMA can install these meters to reduce cost, and then the company will assist in the cellular connection to the cloud.
 - Mr. Toms says all the groundwork is laid for this project to proceed in RLMA's hands.

- **Filter Plant Performance Evaluation**

- Mr. Toms reported that they are working with Mr. Krantz for the Filter Plant Modifications that have been requested:
 - CFE Turbidity: permit to replace existing turbidimeters was submitted to DEP.
 - Change of Polymers: CS Davidson will work with chemical companies provided by RLMA.
 - Giardia Removal Form: an operator needs to complete most of this form.
 - Lower Min. Alkalinity & Lower Point of Entry Residual: CS Davidson is working with DEP to determine the number and type of samples needed.

- **Prospect Street Pump Station B Elimination**

- Windsor Township approved our proposal for replacement of this pump station into a gravity unit. The agreement (that we received) also now allows EDUs to flow both ways.

- **Spill Prevention Response Plan**

- Mr. Krantz questioned if it is normal for the DEP approval of this plan to still be pending and Mr. Toms replied that, unfortunately, yes it does take this long.

- **214 N. Franklin Street**

- Mr. Klinedinst asked if this matter was settled, and Mr. Krantz replied that there is plenty of flow capacity for this project.

- ❖ Mr. Krantz also mentioned that the Leiphart Project has adequate capacity as well, and he sent a letter to Byron Trout about this matter earlier today.

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for October 2023.
- The Chemical Bids will close on December 7th. They are all in PennBid so we cannot see any of them yet.
- Mr. Krantz attended another Cusi meeting for our new utility billing company that showed them adding backflow software. He said we do not currently have anything like this, but it might not be a bad idea to implement it. This software would send annual notices about getting inspections and updates that are required.
- After the Pre-Bid Meeting for the Edgewood Tank Project, Entech determined we do not need to meet Made-in-America, BABA, etc. as we got State and not Federal funding.
 - The deadline for bids was extended by two days after this addendum was included.
- Windsor and Dallastown-Yoe were both notified of the 5% rate increase beginning January 1, 2024. Both were amenable and said they would budget accordingly.
- Approximately 75% of the PLGIT Prime funds were moved to PLGIT Term. We left \$1.4 million in liquid cash to cover for any funds transfers we may need to complete before receiving all the PENNVest loan funding. Everything will then be properly reallocated.
- Mr. LaTulippe wished to discuss Raybern Consulting's Webinar on AMI Implementation at another time.
- The phones at the Water Treatment Plant have been switched to cellular devices from Comcast Business landlines due to repeated outages and poor customer service/response times on this

matter. A cellular signal booster was purchased and York County Emergency Management as well as DEP were notified. The emergency number has been updated online (717-870-2950).

- A letter was received from the Atty. General about contaminated water that will be discussed in the Executive Session.
- The Maintenance Department attended a Zoom Safety Webinar on hand-tool safety and how to prevent hand injuries.
- Mr. Ian Montgomery reached out about the New Year's Eve festivities and Mr. Krantz agreed to drop the Lion at midnight with Mr. Minnich.

Other Business:

- **Greenbranch Tank Questions**

- Mr. Klinedinst questioned why the new tank needs to be as big as 1,600 gallons. Mr. Krantz replied that this tank is smaller and will keep us running for less than a week in the event of an emergency. The new generator will not have a belly tank and will no longer need annual DEP inspection.
- We will need a fuel contract delivery agreement to ensure this tank is always available. Mr. Krantz is meeting with Keystone Petroleum to discuss this, as well as to compare quotes for the tank with Martin Energy's pricing.
 - He will also get all the Costars approved material to Entech.

- **Deduct Meters-Fire Service Monitoring**

- Mr. Klinedinst questioned how we are handling these meters as well as other matters for the upcoming year. Mr. Dillinger replied that we are going to be making some broad Rules & Regulations changes (as we will do every year) that can include language for these matters. He is also going to consult with Mr. Miller about how to handle individuals being grandfathered in and following the trail of back-and-forth on these decisions in the past.

- **Land for Sale near Edgewood Tank**

- Mr. Klinedinst raised a question about this land for sale, and Mr. Dillinger stated it would be wise to tie up other matters before broaching this topic.

- **Holiday Get Together**

- Mr. Krantz announced a holiday dinner for employees and Authority members who wish to attend Thursday, December 21, 2023, at 6:15pm. The dinner will be at the First Post in York, PA.

Statement and Bill Approval:

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

Executive Session: The Authority moved to Executive Session to discuss various matters at 7:48 p.m.

Adjournment: The Authority reconvened from Executive Session at 8:25 p.m.

- ❖ Mr. LaTulippe made a motion to implement Cusi as our new utility billing system and Mr. Minnich seconded. All were in favor and the motion carried.
- ❖ Mr. LaTulippe made a motion to appoint Entech as the RLMA engineer for 2024 and Mr. Minnich seconded. All were in favor and the motion carried.
- Mr. Klinedinst adjourned the meeting at 8:30 p.m.

Respectfully submitted by Kyrsten Scutta

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

Members Present

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

Others Present

John Krantz-Superintendent
Cory Dillinger-Solicitor (zoom)

Kim Mazur & Rebecca Mason
(via zoom) Entech Engineering

Visitors:

none

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00p.m. The pledge was recited and roll was taken.
 - ❖ *Mr. J. Reichard and Mrs. Scutta 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. LaTulippe made a motion to approve the minutes from the RLMA Meeting on November 29th, 2023, and Mr. Henshaw 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 (ALDI – 3209 Cape Horn Rd.)

Water & Sewer- New Business:

- **Resolution 2023-14 (Adopting the 2024 Water Rates)**
 - This resolution is to adopt new Water Rates and other charges for furnishing water service from the RLMA water system for a period of 3 years or as needed to pay off the Edgewood Tank Project.
 - Mr. Minnich made the motion to accept this resolution and Mr. D. Reichard seconded. All were in favor and the motion carried.
- **Resolution 2023-15 (Adopting the 2024 Sewer Rates)**
 - This motion is to adopt the new Sewer Rates and other charges for furnishing sewer service from the RLMA sewer system for 2024.
 - Mr. Minnich made the motion to accept this resolution and Mr. Henshaw seconded. All were in favor and the motion carried.
- **Resolution 2023-16 (Adopting Other Fees and Charges for 2024)**
 - This resolution is to update other fees and charges of the RLMA for 2024.
 - Mr. LaTulippe presented a proposed increase for other services provided by RLMA after Mr. Krantz researched and noted these rates have not been adjusted appropriately in years.
 - The Board discussed the various rates and Mr. Dillinger noted that all these rates can be updated yearly if needed.
 - Mr. Minnich motioned to accept the resolution and Mr. Henshaw seconded. All were in favor and the motion carried.

- **Discussion to submit application for the SRBC Consumptive Use Mitigation Grant**
 - Mr. Krantz asked for a motion to submit a grant application for projects that mitigate use (like the Beaver Creek Raw Water Transmission Line).
 - The grants would be awarded in approximately 4 months.
 - Mr. LaTulippe made the motion and Mr. Minnich seconded. All were in favor and the motion carried.

Engineer's Report: (Entech-Kim Mazur).

- **Entech Discussion Edgewood Tank Project, Bid Results, Notice to Award, Notice to Proceed**
 - Mr. Kim Mazur walked the Board through his Engineer's Report. DN Tanks was the only bidder to submit for the Edgewood Tank Project. A second bidder was competing, but they did not successfully upload their bid to the PENNVest website in time. Mr. Mazur shared DN Tanks' pricing (\$3,692,800) and has not heard back from the second bidder.
 - We had an add alternate to the project to replace the entire fence around the tank. DN Tanks quoted this price to be \$40,800.00 but the Authority found a costars bidder for \$24,030.00 who will be awarded this part of the project.
 - We received 3 bids for electrical work and the lowest was HRI, Inc. with a price of \$99,500.00.
 - The next steps moving forward are to award DN Tanks the first contract (mechanical) and HRI, Inc. the second contract (electrical).
 - Entech has worked with both companies in the past and recommended that RLMA award these two contracts.
 - Mr. Klinedinst asked what will happen to the scrap metal from the demolishing of the current tank. Mr. Mazur assured the Authority that the price for scrapping the metal was to come off DN Tanks' quote and be subtracted from the total cost of the project.
 - The Board had a few more questions for Mr. Mazur about DN Tanks' pricing breakdown.
 - The project is expected to begin this Spring 2024, after awarding these contracts and giving Notice to Proceed. That's when the timeline will start and when a schedule will be given. Mr. Mazur stated the contract says the tank will be in service by the end of the year.
 - Mr. Dillinger also noted that we must be mindful of our PENNVest funding and when everything is due. He believes the timing should work with our financing.
 - Mr. Klinedinst motioned to accept Entech Project 4664.002, and Mr. Minnich seconded. All were in favor and the motion carried.
 - Mr. Minnich made a motion to accept contract number 2 (electrical) with HRI, Inc. and Mr. Henshaw seconded. All were in favor and the motion carried.
- **Notice to Award and Proceed**
 - Mr. Mazur continued to say the Notices to Award will be sent out and then we will receive the completed bonds back. Mr. Dillinger and Mr. Mazur will review the bond companies to ensure they are in good standing. After this, the Notices to Proceed can be issued.
- **Vote to authorize Notice to Proceed after Engineer and Solicitor approval.**
 - Mr. Minnich made a motion to authorize Mr. Krantz to sign the Notices to Award and Notices to Proceed when they are received and approved, and Mr. LaTulippe seconded. All were in favor and the motion carried.

- **Engineering Services of Entech**

- Mr. Mazur is requesting the Authority to take action to authorize the next Engineering Work Order (EWO) for services during construction (\$42,800) and construction observation (\$56,500) for a total of \$99,400. These funds were all included in the PENNVest loan.
 - This will include things like going through DEP, working with contracts, and permitting, and observing main parts of the project process.
 - He also noted they are coming in under the estimated cost from the last EWO.
 - Mr. Klinedinst asked if everything was worked out with Windsor and Mr. Mazur stated that they are satisfied with our proposal.
- Mr. Minnich made a motion to accept the EWO for \$99,400 and Mr. LaTulippe seconded. All were in favor and the motion carried.

More New Business

- **PENNVest Pre-Closing Letter and Schedule for closing on PENNVest Loan**

- Mr. Krantz presented 3 upcoming meeting dates regarding the Loan Schedule. For the February 20th, 2024, meeting Mr. Klinedinst and Mr. Minnich will be in attendance to sign forms.
- Mr. Dillinger updated us on the easement for the Edgewood Tank project. The homeowner has agreed to the easement but wants the Authority to sign a licensing agreement to memorialize his use of the land and his radio tower. Mr. Dillinger is going to review the agreement.
- Mr. Klinedinst also wants to know if/when any land around the project area goes up for sale.

- **Acceptance of 2023 Chemical Bids**

- Mr. Krantz presented the breakdown of all the bids received through PENNBid. We saw an 8% reduction in chemical costs with this method (which is free to use).
- Letters will be sent to those who were awarded contracts and to those who were not.
- Mr. D. Reichard made a motion to accept the 2023 chemical bids presented below and Mr. LaTulippe seconded. All were in favor and the motion carried.

Chemical	Price	Vendor
Caustic Soda	\$9.98 /cwt	Univar
Liquid Aluminum	\$29.50/cwt	USALCO
Potassium Permanganate	\$247.47/cwt	Shannon Chemical Corp.
Carbon	\$154.72/cwt	Coyne Chemical
Sodium Hypo	\$18.70/cwt	Brenntag Northeast Inc.
Sodium Bisulfite	\$55.00/cwt	Univar
Fluoride Tote	\$46.47/cwt	Coyne Chemical
Zinc Orthophosphate	\$119.27/cwt	Coyne Chemical
Superfloc	\$153.80/cwt	Atlantic Coast Polymers

- **CUSI implementation and letter to EmGov Power**

- Mr. LaTulippe presented a summary of the implementation of our new utility billing system. He is to meet with Ms. Brechet Frank (who will be heading the project in the office) to get everything set up. This will be done over a 6-month process.
- Mr. Krantz said Raybern is ready to proceed with the transition and has drafted a letter to send to EmGov Power informing them of our termination with their company. This is going to be discussed further in Executive Session.

Solicitor's Report: (Cory Dillinger)

- **Dallastown Yoe**

- Mr. Dillinger discussed that PENNVest is unhappy with the language in our Bulk Water Agreement with Dallastown-Yoe Water Authority and wants us to sign a new agreement extending the relationship.
- The agreement is set up in a way that either party can choose to continue the relationship at its termination or can choose to no longer be a part of the agreement.
- PENNVest is concerned about the income we receive from Dallastown-Yoe as it relates to paying back the loan. The life of the loan is for 50 years (even though we plan to have it paid off long before that) and the agreement does not extend that far.
- This issue is not a problem with Windsor as the language is stated differently.
- Mr. Krantz and Mr. Dillinger will continue to work on this matter.

- **Beaver Creek Monitoring Update**

- Mr. Dillinger reached out to get us a contact and Mr. Krantz set up a meeting with Mr. Shawn Cable and his department.

- **Aldi**

- Mr. Dillinger continues to reach out to Aldi to get the updated agreement signed. They are working on an indemnity agreement with Windsor Plaza and then these loose ends can be tied up.

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for November 2023.
- Mr. Krantz met with Keystone Petroleum to get a CoStars quote for the installation of fuel tanks at the Greenbranch Pumping Station, and he still has not received anything but an outrageous ballpark estimate (~\$250,000).
 - Martin Energy provided a much more reasonable price in a quote (~\$100,000).
 - We plan to get 2 tanks, so we always have fuel in the event of an emergency.
- There are high pressure issues at the Paddock Development at night when our tank fills up the whole way. The pressure valves have been checked and appear to be working fine.
 - We are looking into it and trying to figure out what is happening. It does not make sense for this issue to be occurring. Mr. Krantz is going to discuss this with Entech, and the 3 customers affected are aware that we are looking for an answer.
 - Mr. Krantz is also going to investigate purchasing a pressure device that can be used to read the pressure at a specific property to help with these kinds of problems.
- Mr. Paul Slonaker, a retired chemist, was interviewed and hired by Mr. Krantz (for \$25.00/hr.) to work as a Special Project Coordinator. They met at one of Wendy Fink's events and he expressed interest in working for the Water Treatment Plant.

- This will be discussed further in Executive Session.
- Mr. Krantz attended an EPA seminar on understanding the threat of Unitronics Programmable Logic Controllers being hacked (as recently happened due to the war in the Middle East). The Authority does not have any Israeli made controllers, which were the ones that were targeted.
- The documents for our Auditors to be Hamilton Musser for 2023 were signed.
- Windsor Borough had a major leak in their distribution system (past RLMA meters) of over 100,000 gallons. It took them almost 2 weeks to find this leak as they have only one employee assigned to this job.
 - RLMA offered to help any way we could, and Dallastown-Yoe helped as well. We continued open communication through the process.
- RLMA also had a major water main break (103/105 Forest Hills Rd.) where a 6" ductile iron main split. Three men had it fixed in 5 hours.
 - The next day we had a neighboring customer call claiming that we flooded her basement with the water we pumped out of the ditch. Mr. Dillinger stated this matter can be discussed in Executive Session.
- Mr. Krantz tried to get pricing quotes from MJ Reider for our lab service needs, as they are already a middleman with the current company we use (LABS, Inc.). They said RLMA is outside of their coverage area, and they cannot service us.
 - The Authority is interested in exploring other methods for lab testing.
- Mr. Krantz signed the contract with CUSI, and they met with our office personnel to discuss the process of converting the utility billing software.
- Comcast installed one business phone line at the Water Treatment Plant to connect to the alarm system (Win 911). Mr. Krantz also got an updated cell phone to continue to use for the main emergency line.
- Doceo was on site to implement our new email addresses (@redlionma.org) and to install three new workstation computers to replace our most outdated models. Every employee and Authority member now has an email address to disseminate necessary information.
- We received no grant money that we were seeking.
- Kensington Development reached out regarding accepting the dedication of the water and sewer lines for this project. Mr. Krantz needs to speak with Mr. J. Reichard to find out if the lines were dedicated. Mr. Dillinger cannot find the documentation but believes the lines may have been dedicated and we just need to track the document down.
- Mr. Dillinger and Mr. Krantz discussed a few amendments that need to be made to our Rules & Regulations.
 - Things such as Pro-Press, Shark Bite Fittings, Deduct Meters, Private Hydrants etc.
 - Mr. Dillinger is going to have a draft of these suggested amendments to discuss further at the January 2024 meeting.
- Mr. Dillinger arranged a meeting with PA DEP to discuss the violations noted on our Water Allocation Permit (1/17/24).
- Metron-Farnier was contacted regarding the Camp Street and School House Lane water meter replacement (to switch to cellular service for Windsor Borough readings) and we expect to hear from them at the beginning of the year to get this project rolling.

Other Business:

- **Water Shutoffs**
 - The number of water shutoffs for delinquent bills has been as low as (11) for a month, but the number does continue to fluctuate up and down as people receive the \$150.00 delinquent bill fee.
- **Village Walk**
 - They want RLMA to assume responsibility for the sewer lines and pumping station and more clarification is needed on this matter. Mr. Dillinger stated the last communication was pushed back on them.
- **Double Meters/Deduct Meters**
 - Mr. Dillinger suggested we add this verbiage to the Rules and Regulations, and we do not just start replacing old meters. This matter will be discussed more in January.

Statement and Bill Approval:

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

Executive Session:

- The Authority moved to Executive Session to discuss personnel matters and potential litigation at 8:30 p.m.

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

- Mr. Klinedinst adjourned the meeting at ??? p.m.

Respectfully submitted by Kyrsten Scutta