

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, January 23rd, 2018**

Members

Eric Immel, Chairman
Skip Missimer, Vice-Chairman
Mike Poff, Secretary
Jeff Herrman, Treasurer
Dennis Klinedinst, Asst. Sec/Treasurer

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Andy Miller, Solicitor
Keith Smith, Treatment Plant
Stacy Myers, Recording Sec'y

Visitors

Bob Frutiger
Tina Frutiger
Stephanie Weaver
Brad & Lynn Smith
Nevin Horne

1. The meeting was called to order @ 7:00p.m. Everyone present participated in the pledge to the flag.
2. Mr. Missimer made a motion to approve the December 19th, 2018 Meeting Minutes; Mr. Herrman seconded. Motion carried, with Mr. Klinedinst opposing because he hadn't received a copy of the minutes to review.
3. **WATER USAGE REPORT**—Keith reported 5.7" of rainfall was received since last meeting. Usage is the same as last year at this time.
4. **CONNECTIONS REPORT**—4 new connections (in The Paddock)
5. **VISITORS**—no one to address the Board
6. **TEN-YEAR OPERATING REPORT**—Keith presented the report & noted approx. 20% less water is being drawn from Beaver Creek compared to last year. Keith attributes this to improved operating conditions as well as significant rainfall received to date. In addition, an increase in chemicals is not necessarily attributed to Beaver Creek being off, but rather a higher turbidity due to increased rainfall received. Of note, Green Branch is not being used nearly as much as in the past since LT2 sampling has ended in September 2018.
7. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Andy Miller reported the following
 - Proposed amendment to the T-Mobile lease, along with Andy's comments, was distributed. The lease doesn't expire until 2023, so Andy does not feel it's necessary for the Authority to concede or give more favorable terms in order to get a 25-year extension on the lease. The Board can either send it back to T-Mobile with these amendments & comments or wait until T-Mobile follows up. Keith stated T-Mobile calls him every other day regarding the lease. Andy said this isn't a bad lease and keeping it would be a good thing; however, he thinks RLMA needs to give up a lot of things for T-Mobile to extend the lease. T-Mobile needs the location for the tower rent. As long as Keith & the Board are comfortable with extending the lease based on the current terms, Andy said a red line version could be sent back to T-Mobile showing RLMA's amendments. Mr. Missimer recommends doing this and seeing T-Mobile's response.
 - Requested an Executive Session at the end of the meeting to discuss PUC litigations.

- **Engineer's Report**—Jason Reichard reported the following:
 - 2018 Sanitary Sewer Maintenance Project—
 - Contract #1—Barrasso Excavation, Inc. has completed all precleaning & televising of the existing mains in preparation of the fieldwork. They have completed 4 of the 18 projects included in their contract and have been focusing on spot repairs. The larger project (Horace Mann) has been temporarily postponed to focus on the smaller jobs. February-March 2019 is the target date for the larger portion of the project to begin.
 - Change Order #1 for this contract—contractor needed to secure street cut permits & additional bonding for long-term structural integrity of those street cuts. The additional expenses of the permits & bonding total \$5,049.52. A Performance Bond was included in the base contract; however, the additional bonding expense is a maintenance guarantee (a guarantee of the integrity of the work completed). The original bond was posted in the name of Red Lion Municipal Authority; the contractor also had to post bond in the name of Red Lion Borough. Jason expects additional fees after this once limits of milling & road restoration are defined for this project. RLMA staff & Jason concur with the request of the Change Order. Mr. Missimer made a motion to approve the Change Order; Mr. Poff seconded. Motion carried with Mr. Klinedinst opposing.
 - Application for Payment #1—in the amount of \$69,261.73 and covers completion of projects #5, #6, #7 & #9. Retainage of 5% is being held to cover road restoration, already in the contract. RLMA staff & Jason concur with this payment request, which includes the amount of the Change Order listed above. Mr. Missimer made a motion to approve the payment of \$69,261.73; Mr. Poff seconded. All were in favor; motion carried. Of note, Keith stated the above projects involved spot repairs on Catalpa Lane, Howard Street, Railroad Lane & Maple Street. The contractor is not doing the projects in consecutive order. Projects #1 & #2 are larger projects, involving Horace Mann, which was temporarily delayed. The contractor had state bonding & was required to obtain federal bonding due to working near a school (with background checks, etc.). All this paperwork has now been completed.
 - Contract #2—Mobile Dredging & Video Pipe, Inc. continues to make progress with the trenchless repair contract. Their focus has also been on spot repairs & reinstatement of lateral connections. They've completed approx. 75% of the main repairs & 60% of the lateral repairs to date. Final phase will include a portion at Horace Mann.
 - Change Order #1 for this project—the \$9,010 increase was approved at the December 2018 RLMA Meeting. This was due to some findings during the precleaning & televising phase. This payment is still due.
 - Application for Payment #1 in the amount of \$84,177.00, for the work listed above & also the Change Order noted above. RLMA staff & Jason concur with the payment request. Mr. Missimer made a motion to pay the \$84,177; Mr. Poff seconded. All were in favor; motion carried.

- Contract #3—Mr. Rehab has approx. a week’s worth of work to complete on the grouting contract. Expecting to finish between February 12th-22nd.
 - 2018 North Camp Street Water Main Replacement—still holding \$2,500 to cover vegetated trench restoration areas and will be held till Spring.
 - 2018 Dam Safety Inspection Report has been submitted to the Division of Dam Safety. Everything seems to be in good order. Jason stated no comments have been received to date on this nor the 2017 Dam Safety Inspection Report.
 - **Superintendent’s Report**—Keith reported:
 - Municipal Authority members attending Borough Council meetings:
 - February 11th—Jeff Herrman (no Council Work Session in February)
 - March 4th & 11th—Skip Missimer
 - Green Branch wall repairs have been completed & look very nice.
 - Dennis Klinedinst has been appointed to the Red Lion Municipal Authority for a 5-year term. Congratulations & welcome!
 - February 13th, 2019—water shut offs for delinquent bills
 - January 7th, 2019—safety meeting was held & went well.
 - January 16th, 2019—Source Water Protection Meeting was held; there were approx. 12 attendees. Mr. Missimer reported the final copy of the Source Water Protection map, which includes point sources of contamination, was received. The Susquehanna River Basin Commission (SRBC) gave a presentation on a tool available to members to get to the next level of source water protection in our watersheds. Mr. Missimer & Keith have reviewed the tool to see how it can be utilized. Good information was received at this meeting. Mr. Klinedinst stated too, he believed it was a very informative meeting, and that we all need to do our part on this issue.
Next SWPP meeting will be held April 17th @ 6:30p.m @ Windsor Township.
 - 500 East Broadway resident who attended a RLMA meeting a few months ago questioning a high usage bill between his settlement & the final meter reading—RLMA staff hooked up to his meter and found there was a leak during this resident’s ownership.
 - The Omni alarm systems have been installed & are operational at each sewer station.
8. **WATER AND SEWER—NEW BUSINESS**—Keith reported the following:
- Election of Officers for 2019—Mr. Missimer made a motion that RLMA officers should be as follows for 2019:
 - Chairman—Eric Immel
 - Vice-Chairman—Skip Missimer
 - Treasurer—Jeff Herrman
 - Secretary—Mike Poff
 - Asst. Sec/Treasurer—Dennis Klinedinst
 Mr. Herrman seconded the motion. All were in favor; motion carried.
 - Consulting Engineer and Solicitor for 2019—Mr. Missimer made a motion to appoint C.S. Davidson as Engineer and MPL Law Firm as Solicitor; Mr. Herrman seconded. All were in favor; motion carried.
 - RLMA had previously appointed Hamilton & Musser as auditor for 2019.
 - Chapter 94 Report was submitted to C.S. Davidson on January 11th, 2019.
 - Of note, The Paddock has begun utility construction on the next phase of the development; the main is in & the contractors are working on services now.
9. **WATER TREATMENT FACILITIES**—Keith reported the following:
- A flapper check valve in pump #2 in the raw pump house was replaced by Authority staff after it failed recently.

- The new VFD at the high-service pumpstation was put into service and is now operable on the SCADA system. Sherwin Logan & Motortech worked together to accomplish this.

10. **Other business--**

- Mr. Missimer reported in late October of 2018, an Act entitled “America’s Water Infrastructure Act” was passed by Congress & signed by the President. Some highlights of the Act are:
 - Intractable Water Systems & System Consolidation Act gives expedited authority to the states & to larger utilities to take over smaller utilities when they’re not thriving.
 - New lead testing for schools.
 - For community systems serving populations of 10,000 or more, will be required to do CCR (Consumer Confidence Reports) twice/year rather than once.
 - Risk & resilience assessments may be required for water systems serving over a certain number of people (Red Lion water system serves over 3,300 residents).
- For those affected by the government shutdown, Mr. Missimer suggested offering delayed payments terms for their water/sewer bills, should residents come forward & request it. A short-term time limit of 2-3 months could be offered for the delayed payment and it could be at Keith’s discretion. Board members agreed with this suggestion, but no more than 90 days unless the resident makes an attempt to pay. If no attempt is made within that 90 days, the payment delay needs to be revisited.
- Mr. Klinedinst mentioned a clogged drain at the Borough garage. Keith said it’s a grease trap & Mrs. Price had asked if Authority staff can pump it out. Prior to Keith finding out it was a grease trap, he thought it was just a tank that collected water. The Authority doesn’t pump out grease traps anymore because the contents cannot be put into the sewer system. A company designed to do this work will need to be contacted.
- Jeff Beard questioned a rumor that was heard that the alley between the Municipal Offices & the Legion is being abandoned & the Municipal Authority will need to take 50% ownership of it. Mr. Klinedinst thought it was abandoned years ago, but other Board members don’t recall the abandonment. There is a 4’ storm pipe that runs down that alley, so the Borough may own the right-of-way. More research will be done to find out about this.
- South Pine Street—a sprinkler line thawed early this morning. Water ran into the alley, down onto West Broadway to the square. Keith will calculate the usage & the property owner will be billed. When this type of situation occurs, 911 is to contact the filter plant. Keith stated there are 33 sprinklered properties that are unmetered. He spoke to another municipality who gave their unmetered customers a 2-year time limit to hook up, so this is something that can be discussed & decided. Of note, Rexroth Industrial Park will have a metered pit (underground) with a metered sprinkler line & hydrant line.

11. **Approval of bills & statements**—Mr. Poff made a motion to pay the bills and statements; Mr. Herrman seconded. All were in favor; motion carried. Mr. Klinedinst requested the list of bills be made available a few days before the meeting, so they can be reviewed.

12. **Presentation of plaque to Brad Smith**—Chairman Immel presented a plaque to Brad Smith for his service & dedication to Red Lion Municipal Authority. Mr. Smith served on the Municipal Authority from 2012-2018. Mr. Smith thanked everyone for the award. He said it was enjoyable being on the Board and he considered it an honor to serve in place of Henry Herrman & Clair Paules. At this time, everyone enjoyed cake & coffee.

13. **Authority recessed to Executive Session** @ 8:23p.m. to discuss PUC litigation.

14. **Authority reconvened** @ 9:08p.m. Mr. Missimer made a motion for MPL Law Firm to appeal the PUC decision to the Commonwealth Court. Mr. Poff seconded. All were in favor; motion carried.

Discussion was also held, Mr. Klinedinst suggested Mr. Immel create a small group of Board members to discuss the fire hydrants with Red Lion Borough. It was decided that Mr. Immel &

Mr. Herrman would represent RLMA and that all information will be given to Red Lion Borough to educate their group for fire safety & past practices of maintaining and billing of the hydrants. Jeff Beard, Keith Kahwajy, and Dianne Price will **not** be present at the meeting(s) of the two groups.

15. **Adjournment**—Authority meeting was adjourned @ 9:32p.m.

16. **Next RLMA Meeting will be held Wednesday, February 27th, 2019 @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, February 27th, 2019**

Members

Eric Immel, Chairman
Mike Poff, Secretary
Jeff Herrman, Treasurer
Dennis Klinedinst, Asst. Sec/Treasurer

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Andy Miller, Solicitor
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Stephanie Weaver
Nevin Horne
Brooke Shoffner

1. The meeting was called to order @ 7:00p.m. All present participated in the pledge to the flag.
2. Mr. Immel reported Skip Missimer is currently in the hospital for a procedure; prayers are appreciated.
3. Mr. Klinedinst made a motion to approve the January 23rd, 2019 Meeting Minutes; Mr. Herrman seconded. All were in favor; motion carried.
4. **WATER USAGE REPORT**—4.2” of rainfall was received since the last meeting. Usage has been consistent, but lower than last year due to 3 leaks last year.
5. **CONNECTIONS REPORT**—4 new connections (The Paddock)
6. **VISITORS**—Brooke Shoffner was present to address the Board about the sprinkler line at his property at 49 South Main Street (rear). He had a recent leak in the sprinkler line and stated he doesn't want the line at his property; however, he may be required to keep it per his insurance company (or to get a cheaper rate by keeping it). Mr. Shoffner stated he is not installing a new valve in the street at a cost of \$10,000, but the insurance rates may determine his decision, which staff said is the property owner's responsibility, as are all sprinkler lines. There are approx. 33 sprinkler lines on the Red Lion system and it's the responsibility of the property owner to ensure they're working properly. Currently, there are four or five sprinkler lines (of the 33) on the system that are metered, so water usage can be measured, and any newly installed sprinkler line is required to be metered. Mr. Shoffner's is not metered.
Keith & Jeff suggested Mr. Shoffner exercise the main valve in the street, which he stated is locked up & inoperable. Sometimes a valve needs to be exercised several times to get it working. When other sprinkler lines on the system, such as Specialty Industries & Apex, are exercised, they notify Municipal staff prior because it can be a disruption to the system, but when the exercising coincides with the system flushing, the lines can be cleaned as they're flushed. The water can't be shut off for Mr. Shoffner to replace the valve to the sprinkler line because all customers on South Pine would be without water and, even for 15-20 minutes to allow a valve replacement, means a boil water advisory would have to be put into effect for all those customers. An option would be to install an insert-a-valve in the street or sidewalk (which would become the main shutoff), take the piping apart inside & install a new valve inside. If, in the future, staff would come up with another solution, other than exercising to get it working again, they will notify Mr. Shoffner. He received a bill for two hours of Keith Smith's overtime pay for the night of the leak, but Keith Kahwajy stated he will not be billed for the lost water.
7. **WATER AND SEWER—OLD BUSINESS**—
 - **Solicitor's Report**—Andy reported the following:
 - **T-Mobile Lease Extension**—T-Mobile has accepted the changes we proposed to the cell tower lease extension. Cell towers are becoming more valuable & these

extensions are being sought now to secure the towers for the upcoming 5G upgrades. There are a few years left on the lease, but Andy suggests asking T-Mobile for a one-time increase in the rent plus a higher percentage of the rent with the escalator staying in place. With the rent escalator in place (at 3% per year), RLMA is already collecting over \$2,000/month. He believes the Board should hold off on the lease extension or seek more compensation for the lease extension. The Board suggested Andy & Keith see if an increase can be obtained earlier + a lump sum for additional years.

- **North Camp Street Easement**—Mr. Ilgenfritz still hasn't signed the Easement Agreement. He said he was concerned about the lawn restoration in the Spring, so Andy recommends holding off on legal action to see what happens in Spring. Retainage is still being held for this issue.
- **Requested an Executive Session** at the end of the meeting to discuss PUC litigation and an appeal to the Commonwealth Court. Mr. Klinedinst mentioned that when the Authority reconvenes from Executive Session, the public or any visitors should be present if there are any motions made or action taken on Executive Session business. It should be an Open Session. The staff & other Board members agreed.
- **Engineer's Report**—Jason reported the following:
 - **2018 Sanitary Sewer Maintenance Project**
 - Contract #1—Barrasso Excavation, Inc. is nearing the end of their work other than spot repairs that need done. They've submitted a 2nd Application for Payment in the amount of \$104,480.82 which Jason & Municipal staff concur with. Mr. Herrman made a motion to approve the payment to Barrasso; Mr. Poff seconded. All were in favor; motion carried.
 - Contract #2—Mobile Dredging & Video Pipe, Inc. has completed all the cured in-place main repairs & lateral repairs, other than a few spot repairs & one section of full lining of sanitary sewer main to be done. They submitted a 2nd Application for Payment in the amount of \$39,982.00, which Jason & Municipal staff concur with. Mr. Poff made a motion to approve this payment to Mobile Dredging & Video Pipe; Mr. Herrman seconded. All were in favor; motion carried.
 - Contract #3—Mr. Rehab has recently completed their portion of the project (root cutting & grouting maintenance work). No payment request has been made to date.
 - **Cabin Creek Dam Safety Annual Inspection Report**—the Division of Dam Safety has responded with their comments to the 2017 & 2018 Annual Inspection Reports; Jason said the comments were very favorable. They seemed to be very appreciative of RLMA's cooperation and stated the dam, overall is in good condition. They asked that the typical work would continue to be completed on an annual basis, as usual. One of the tasks that needs done is a Slope Stability Analysis. Jason doesn't believe any problem is below grade other than just gravity taking place; however, the Gabion baskets are migrating slightly down the slope. There are requirements for this analysis to be done and Jason does not believe (or have record of) this ever taking place. DEP does not have record of the analysis taking place either. More to be reported on this later.
 - **Spillway Design Flood Analysis**—currently on hold while the State is updating rainfall intensity amounts. Once this is complete, we can move forward with the Stability Analysis. One proposal has been obtained for a Geotechnical Specialist to assist with this, and it's quite costly. Core samples must be gathered within limited access on a steep pitch and it's not an ideal situation. More information to come on this.

- **Drawdown Main Inspection**—DEP has backed off on the Authority’s requirement to complete a full inspection of the drawdown main. An inspection was done from the creek to the Treatment Plant into the original intake tower, but we were never able to access from the tower to the reservoir. This would’ve required a diver to plug the line in the reservoir & try to access the first point to video-inspect it and this could’ve caused a disturbance in the plant. DEP agreed with this argument & are letting the issue drop.
 - **Emergency Action Plan Update**—Municipal staff updates this in-house annually; DEP requires submission of an updated EAP every five years. Red Lion’s updated plan will be submitted in 2019.
 - **Superintendent’s Report**—Keith Kahwajy reported:
 - Authority members attending Borough Council meetings
 - March 4th (Work Session) & 11th (Regular mtg)—Skip Missimer
 - April 1st (Work Session) & 8th (Regular mtg)—Mike Poff
 - Recent repair was done on a 6” water main on Oakwood Drive (off Winterstown Rd)
 - Shut offs for delinquent bills will be March 13th, 2019
 - Source Water Protection meeting will be April 17th, 2019 @ Windsor Township offices—6:30p.m.
 - Flushing is tentatively scheduled for April 8-26th, 2019. It was scheduled later to allow Red Lion Borough time for street sweeping.
8. **WATER AND SEWER—NEW BUSINESS**—Keith reported the following:
- PennDOT has plans to pave Rt. 74 in 2020 & York Township will be completing some improvements (curb, sidewalks, etc) at the intersection of Country Club Road & West Broadway at that time. Currently, there is one 8” main from Country Club Road that feeds Country Ridge, Biscayne, the old Jamesway building, the apartments behind Jamesway & ½ of the shopping complex. Jeff & Keith suggested running a 6” or 8” line down Burrows Lane to bring a 2nd feed line into that area. Jeff stated it is not a feed or pressure issue, but if Country Club Road is shut down for any reason, that whole area would be without water. The Board agrees this would be a good idea & asked C.S. Davidson to look at the details & get an approximate cost for this work.
 - Maintenance Agreement to service UPS battery backup at the Water Treatment Plant—the battery replacement is supposed to be every 3-5 years and the current one has been in service for 4 years with no maintenance. Maintenance costs were extremely high in the past. Since Eaton & Company sold out, they’ve allowed other companies to repair & rehab their products. The cost is \$1,350 for a one-year agreement per unit; we have two units (one at the high-service pump station, one in the filter area of the plant). The agreement includes cleaning, checking resistors, checking operation of the batteries, testing, etc., no parts are included in that cost. There is an 8% savings to do a 3-year agreement; cost comes down to \$3,726 for both units with yearly checks. Should we need them for service, they will come within 24 hours. The battery service cost for both units is \$4,170 (there are 64 batteries in each unit). The Board agreed to take advantage of the 8% savings with the longer agreement. Mr. Herrman made a motion to approve the 3-year agreement with the stipulation that if any batteries need replaced at the time of the maintenance agreement, they would be replaced. Mr. Klinedinst seconded. If the batteries are fine, Keith said their replacement cost will be built into next year’s budget.
 - Jeff Beard reported on a recent in-depth inspection done on all RLMA buildings & their roofs. Most of the buildings have rubber roofs, which does not last forever because of seams, overlapping, etc. Most of the roofs were good except for a few issues that need repaired. The flat roof on the back building has dampness in the insulation and the front building had a small hole in the roof where a police antenna was removed. The next step the company

would like to conduct is an infrared study of the roofs showing wear/tear, where the infrared will detect moisture under the insulation. The cost for the infrared inspection is \$500. Any underlying issues that are found can be discussed & addressed.

9. **Other RLMA business**—

- Discussion had been held previously about RLMA cost-sharing with the Redevelopment Committee for the purchase of a projector to be used at meetings, when needed. Discussion was held on purchasing a monitor or television screen. Redevelopment will gather prices on different options & report back.
- Mr. Klinedinst stated the meeting regarding the Horace Mann project will be held tomorrow, 2/28. There are stiff penalties if the project is not done within the required timeframe. If the Municipal Authority is conducting any business in that area, they should make Mrs. Price aware so there is no problem or miscommunication.

10. **Approval of bills & statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Klinedinst seconded. All were in favor; motion carried.

11. **Authority recessed to Executive Session** @ 8:30p.m. to discuss PUC litigation.

12. **Authority reconvened** @ 9:21p.m. Mr. Poff made a motion to sign an engagement letter with the law firm Hawke, McKeon & Sniscak to handle PUC proceedings. Mr. Herrman seconded. All were in favor; motion carried.

13. **Adjournment**—Authority adjourned the meeting @ 9:22p.m.

14. **Next RLMA Meeting will be held Wednesday, March 27th, 2019 @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, March 27th, 2019**

Members

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Mike Poff, Secretary
Jeff Herrman, Treasurer
Dennis Klinedinst, Asst. Sec/Treasurer

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Andy Miller, Solicitor

Visitors

Stephanie Weaver
Nevin Horne
Tina Frutiger
Bob Frutiger

1. The meeting was called to order @ 7:00p.m. Everyone present participated in the pledge to the flag.
2. One revision was necessary to the February 27th, 2019 Meeting Minutes. Under “Visitors”, Mr. Shoffner stated he is not installing a new valve in the street, “*at a cost of \$10,000*” was added. Mr. Klinedinst made a motion to approve the Meeting Minutes with this revision; Mr. Poff seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—5.91” of rainfall was received since last meeting. Keith reported this weekend marked the highest turbidity level since the WTP opened.
4. **CONNECTIONS REPORT**—2 new connections this month (1 in a development; 1 at the daycare on Lombard Road)
5. **VISITORS**—Mr. Horne inquired about rights-of-way on private property & whether they had to be recorded at the courthouse. In order to be binding, Andy said they should be recorded; otherwise, future property owners could not be held to the agreement.
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Andy requested an Executive Session at the end of the meeting.
 - **Engineer’s Report**—Jason reported the following:
 - **2018 Sanitary Sewer Maintenance Project** is nearing completion.
 - Contract #1—Barrasso Excavation, Inc. has some excavation work to finish. They’ve submitted their 3rd Application for Payment in the amount of \$147,147.68, which Jason & Authority staff concur with. There is still \$16,623 retainage being held to cover miscellaneous items. And 5% on each project completed to cover street restoration & miscellaneous items. Mr. Missimer made a motion to approve the payment of \$147,147.68; Mr. Poff seconded. All were in favor; motion carried.
 - Contract #2—Mobile Dredging & Video Pipe, Inc. has one section of pipe to complete the sewer mainlining in the Horace Mann area.
 - Contract #3—Mr. Rehab has completed the requirements of their grouting contract. Their 1st Application for Payment has been submitted in the amount of \$10,046.25, with 5% retainage being held due to final paperwork that needs processed & a manhole on East Lancaster that may need additional grouting. Jason & Authority staff concur with the payment request. Mr. Missimer made a motion to approve the payment of \$10,046.25; Mr. Poff seconded. All were in favor; motion carried. Keith reported Mr. Rehab also looked at a

manhole on Henrietta Street & two downstream from where the force main dumps in. A price is being gathered for this additional work.

- **North Camp Street Water Main Replacement**—as reported last month, Mr. Ilgenfritz has not signed the Easement Agreement; however, we were waiting until Spring to see how lawn restoration goes. MacMor Construction has been in contact & will touch up the lawns once nicer weather is here. \$2,500 is being held for this purpose.
- **Superintendent's Report**—Keith reported the following:
 - **Authority members attending Borough Council meetings:**
 - April 1st Work Session—Skip Missimer
 - April 8th Council—Mike Poff
 - May 6th Work Session & May 13th Council—Eric Immel
 - **Shut offs for delinquent water bills** will be April 17th, 2019
 - **Source Water Protection Meeting** will be held at Windsor Township office on April 17th, 2019 @ 6:30p.m.
 - **Flushing is tentatively scheduled** for April 8-26th, 2019. It was delayed due to Borough street sweeping.
 - **Burrows Lane project**—Jason is working on an approximate construction estimate based on the areas that need completed & the work that's involved. Details can be discussed with Authority staff, but Jason wanted to get an approximate cost on the interconnection because this project could potentially be \$300,000 with milling & overlay included. At that cost, it could push some other projects to the side; however, this can be discussed once more costs are gathered. PennDOT plans to pave Rt. 24 in 2020, so this work should be done prior to that. Discussion was leaning toward pushing Springvale Road work to 2021 & complete Burrows Lane late summer, early fall 2019.
 - **T-Mobile renewal**—when Keith contacted T-Mobile as suggested & asked for money upfront plus a one-time rent increase, T-Mobile declined that offer. Andy said the rent rate the Authority receives now (\$2,000/month) is a favorable rate in today's market, so he believes that is why T-Mobile declined. He doesn't think; however, the need to lockdown the tower rent into an extended term will go away because of the new 5G rollout & carriers want to get the sites locked up. The Authority's term is locked up until 2023 & it includes a 3% yearly rate escalator, which is favorable, but if the Board wishes to negotiate, discussion can be held. There are still 4 services on the tower/tank (Sprint, T-Mobile, AT & T and Verizon) but there used to be 5, so there is some expansion room for another service, if needed.

7. **WATER AND SEWER—NEW BUSINESS**

- York County Conservation District conducted an inspection at the Water Treatment Plant on 11/19/18 and filed a Notice of Termination for the facility.
- Tier II Volunteer Chemical Report has been completed & submitted.
- The CCR (Consumer Confidence Report) has been completed & sent to DEP for approval before it is posted & publicized.
- RLMA had an employee resign from the maintenance department. This position of Assistant Collection Tech I (not DEP-certified) had been advertised & there were six applicants. Interviews were conducted & the job has been offered to someone. He is in the process of getting his pre-employment physical and his Drug & Alcohol test, which came back clean. His driving record was also clean. His tentative start date is April 8th, 2019.
- The Emergency Action Plan has been submitted to DEP and EPA for their approval.
- The Recreation Department contacted Keith requesting the use of the RLMA generator for Suds 'n' Song (June 1st). He did not see a problem with it.

- To date, 1,050 of the new meters have been installed.
- Last night (3/26) the roof guy conducted the infrared imaging of the Municipal Office roof & will report back whether there was any dampness on/under the rubber roof.
- Mr. Klinedinst asked why one of the two new hydrants on Horace Mann Avenue was bagged. Keith & Jeff were not aware of why it was done & stated RLMA uses orange bags that read “out of service”. This particular hydrant was bagged with a black bag wrapped with duct tape. Jeff said he & Keith assumed the Borough’s contractor replaced the hydrants, but they were not told when they would be replaced, so the valves weren’t turned off for the replacement. They heard there was a problem with this hydrant, probably because the valve was not exercised.

These two were replaced because they weren’t breakaway hydrants & parts were not going to be easily accessible for them. Mr. Immel stated he would like to see these two hydrants get into service as soon as possible. A Public Works truck was seen in the area of the Horace Mann hydrants; however, the Municipal Authority got blamed for bagging this one not in service. If there is a problem with any of the hydrants, Jeff & Keith said Brett Patterson or any of the Public Works crew can contact them anytime.

Mr. Klinedinst asked if Municipal staff can check that these hydrants are working, but Jeff stated that is between the Borough & their contractor. When the system is flushed in two weeks, it will be known whether that hydrant is functioning. It’s unknown whether whoever bagged the hydrant called 911 to let them know it was not in service.

- Mr. Klinedinst stated Jeff Shue confirmed that Doug Lamb (Lamb Construction) is willing to pay \$1,000 to repair the lamppost that had rebar driven into the sewer main during the Streetscape Project years ago. It is at the manhole near the Historical Museum on East Broadway. Doug Lamb does not agree that his contractors did the damage; however, Keith said it was discussed since 2014. Jeff Shue was made aware of it at that time and it was discussed several times since then. Keith has the timeline of all discussions between the Borough, Authority & Jeff Shue who stated at that time, he would contact Doug Lamb to make the repair. The rebar creates a problem and the Authority staff must clean debris from it, so it doesn’t form a clog.

How can this situation be fixed? Jeff Shue had obtained a price from USG & authorized them to do the work to repair the lamppost/manhole. USG gave a timeframe of two months, but it was never done. It was asked again in April 2017, but it wasn’t done. Jeff Shue was asked again prior to the preconstruction meeting of the Authority’s sewer project. Keith spoke to Mr. Rehab, who stated they do this type of work, so Keith gave all the information to Jeff Shue. Jeff contacted Mr. Rehab & obtained a quote of \$6,850 for the underground work only (no street work).

The Statute of Limitations has since run out for Lamb Construction to be responsible; however, Mr. Klinedinst stated we could take the \$1,000 Doug Lamb offered & then come up with a solution, but he said the Borough isn’t paying for the repair.

The Streetscape Project was run by the Borough & any grant monies that the Borough obtained for it. Mr. Immel said all the communication is documented since 2014 & this should’ve been taken care of years ago. Neither the Borough nor the Authority should be responsible, but who is going to pay the additional \$5,000 to Mr. Rehab, if they complete the work? Jeff Beard used the example of PA One Call and said, when a contractor damages a line, they are responsible to repair it.

Mr. Immel said Mr. Klinedinst, Keith or someone needs to discuss this with Jeff Shue regarding all the communication that took place and find a solution. Why was it left go for years? Jason stated since this was through a contract, the decision should be made at Board-level as to what action was going to be taken against the contractor and should’ve been handled in 2014, when the problem was discovered.

The gas company originally found the problem during a project while checking cross bores. USG was the contractor that televised the area & from there, all the discussion took place with Jeff Shue. But it was during the original Borough contract with Doug Lamb that the damage took place. Jason said another option would be to obtain a 2nd quote from Mobile Dredging. He believes \$6,850 seems like a lot of money for the repair, so it may be worth getting a 2nd quote.

Mr. Klinedinst and Mrs. Frutiger don't recall this ever being discussed at a Borough Council meeting. But Jeff Shue talked to Doug Lamb about it, so why wasn't anything done about it? Mr. Immel said it needs fixed & the Authority isn't paying for it.

- Mr. Klinedinst mentioned an email that was received stating the Municipal Authority violated their MS-4 requirements by washing vehicles in the parking lot (rear of Municipal Office). Keith said the truck was only rinsed off with water, no detergent or degreaser was used. No vehicles are washed behind the building.

Mr. Klinedinst said a public meeting needs to be held between the Borough, Municipal Authority & the Fire Company regarding MS-4 requirements, so everyone is on the same page. Mr. Missimer said Jeff Shue assists the Borough with their MS-4 plan, so he would have the answer to whether only rinsing a vehicle with water is a violation.

Mrs. Frutiger stated this had to do with a Borough Ordinance violation, not an MS-4 violation.

- Mr. Missimer mentioned he witnessed Borough employees changing streetlight bulbs in the bucket of a front loader, 10' in the air, with no safety harness. Mr. Klinedinst said he has mentioned this before to Public Works employees & will look into it.
- Were meeting dates distributed for the Borough & Authority committees to meet? Mr. Klinedinst was told meeting dates were emailed; however, Mr. Immel said he wasn't given any meeting dates. He's on the committee and hasn't received any notice. It was previously stated that Keith & Mrs. Price would not be in the discussion, but he heard that the Borough's committee consists of Cindy Barley, Mrs. Price & Brett Patterson. That was not what was agreed on, which was to be the Council President plus one Council member. Mr. Immel said he will not meet until it's what was agreed upon. Mr. Klinedinst said the Municipal Authority doesn't run everything & Borough Council can have who they want at the meetings. Things between the entities need to be resolved, so Mr. Klinedinst suggested Authority Board members come to a public Council meeting for discussion. Mr. Immel said things need to be resolved from a committee point of view & he doesn't know what Brett Patterson & Mrs. Price have to do with it. Eventually yes, they will be a part of it, but not for the first meeting.

Mr. Immel stated maybe it should be handled at a public meeting, so everything is recorded.

Mr. Herrman said maybe Council should make the decision of who will sit on the committee. Who runs Borough Council, Council or the Borough Manager? The Municipal Authority Board runs the Municipal Authority & the Council members should run Borough Council. If there is an employee that doesn't accept that, maybe that employee needs to go. He stated the Borough & Municipal Authority used to work together well until a certain employee was hired. He said both entities are "the Borough" and it's time to find out who runs this community—a paid employee? Or an elected official?

Mrs. Frutiger stated the Borough & Municipal Authority have had many differences since Ray Arnold was Manager; it's been a constant thing. Mr. Herrman disagreed saying the two entities worked together. Mr. Missimer said back in the 90's, when the Borough needed money, Borough Council raised taxes; they didn't go to the Municipal Authority and ask for money, which seems to be what happens now. When the Authority's revenue doesn't meet their expenditures, they raise rates.

Mrs. Frutiger said she doesn't remember the Borough coming to the Municipal Authority asking for money; however, some Authority members disagreed.

Mr. Immel went back to his original idea and said he will send an email tomorrow (3/28) about forming a committee with two Authority members & two Council members. If that doesn't work, discussion will be held at the April RLMA meeting.

Keith said the committee dates he received were April 2nd or April 3rd @ 6:30p.m.

8. **Approval of bills & statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Poff seconded. All were in favor; motion carried.
9. **Authority recessed to Executive Session** @ 8:05p.m. to discuss litigation issues.
10. **Authority reconvened** @ 8:40p.m. No decisions were made.
11. **Adjournment**—Authority adjourned their meeting @ 8:40p.m.
12. **Next RLMA meeting to be held Wednesday, April 24th, 2019**

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, April 24th, 2019**

Members

Eric Immel, Chairman
Skip Missimer, Vice Chairman
Mike Poff, Secretary
Jeff Herrman, Treasurer
Dennis Klinedinst, Asst. Sec/Treasurer

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Andy Miller, Solicitor
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Stephanie Weaver

1. The meeting was called to order @ 7:00p.m. All present participated in the pledge to the flag.
2. Mr. Missimer made a motion to approve the March 27th, 2019 Meeting Minutes; Mr. Poff seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—2.35” of rainfall was received since last meeting. Keith reported usage is down from this time last year.
4. **CONNECTIONS REPORT**—1 new connection since last meeting.
5. **VISITORS**—none to address the Board
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Andy reported:
 - **Recent news from Newberry Township’s water system** where a customer reported 180 parts/trillion of PFOS (Per- or polyfluoroalkyl substances) was found at their residence. Environmental Protection Agency established a lifetime health advisory limit of 70 parts/trillion as a health standard, which means consumed every day for a lifetime. The resident above stated the PFOS was found at one point/spigot in their home with a test they (resident) had supplied. As a result, Suez, the water utility for Newberry Township tested the water at the well, where most of the public water supply comes from, but test results have not been received yet. Suez then responded by building a \$500,000 carbon filtration system on the well that supplies most of their water. PA American Water (and possibly York Water) also serves this township. Pennsylvania Department of Environmental Protection was notified of the resident’s test result and then required the township to notify all their customers (approx. 1500 people). No results from the newly installed system have been gathered yet. Andy wanted to report on the backlash received from those township’s residents, stemming from a test result from one data point. Other questions that came out of this Newberry Township issue were a list of other compounds that the EPA is examining for baselines because they’re not certain if they’re harmful. Andy wanted RLMA to be prepared, should their customers ask questions regarding water testing, etc. Currently, RLMA is not required to test for PFOS.
 - **Requested an Executive Session** at the end of tonight’s meeting.
 - **Regarding the North Camp Street** resident who refused to sign the Easement Agreement, we have retained funds from the project to ensure vegetation grows and the resident is satisfied.
 - **Engineer’s Report**—Jason was not present tonight. Keith reported:
 - **Application for Payment #4** has been received from Barrasso Excavation in the amount of \$60,074.30. This payment covers the completed improvements & RLMA staff and Jason concur with this request. The contractor completed final street

restorations with milling & paving and RLMA staff is satisfied with their work. The contractor met with Brett Patterson (Public Works) to confirm Barrasso met their requirements. Mr. Poff made a motion to approve the payment of \$60,074.30; Mr. Missimer seconded. All were in favor; motion carried. We are still holding a retainage of \$19,785 for this project.

- **Contract Change Order #2** is a work directive Change Order with Barrasso Excavation valued at \$23,725. This was over & above the bid price for the mill & overlay compared to only the patch work that was in the contract. Mr. Missimer made a motion to approve the Change Order Work Directive #2; Mr. Herrman seconded. All were in favor; motion carried.
- **Main Street rebar removal**—rebar installed during the Streetscape Project. Jason obtained a cost of \$6,800 for removal but is still researching this issue.
- **Manhole H5 (Henrietta Street)**—contractors quoting to rehab & reline this manhole as well as two manholes downstream from this one. One quote was \$16,000 for each manhole and another cost was \$12,700 for all 3 manholes. Able Recon is planning to give a 3rd quote.
- **Superintendent's Report**—Keith reported the following:
 - Authority members attending Borough Council Work Sessions/Regular meetings:
 - May 6th & 13th—Eric Immel
 - June 3rd & 10th—Jeff Herrman
 - Shut offs for delinquent bills will be May 15th, 2019
 - Source Water Protection Meeting will be held May 15th @ Windsor Township office at 6:30p.m.
 - Flushing of the system began April 8th & was completed April 22nd. DYWA will begin their system flushing on April 29th.
 - Non-Residential sprinkler lines—Keith discussed this with Andy as this is in RLMA's Rules & Regulations. Should we send a letter to the 33 companies affected giving them a certain time period (end of 2021) to comply? Compliance would be the customer's responsibility, estimated at thousands of dollars to do so. Backflow is a concern, but should the customer choose to cap the sprinkler line & not use it, RLMA staff would inspect.
 - Roof repairs as discussed last month—infrared photos of all roofs was done; all wet spots, the hole in the Municipal building roof & the Maintenance Department roof will be repaired for \$7,697.53. The videoing & quote was given by the consulting company, not the contractor. Although RLMA had no experience with WTI (consultant), they work with well-known contractors such as Ream Roofing, York Roofing Company & Kevin Schmidt. Mr. Klinedinst recommended getting prices from a specific roofing company to do the work rather than a consultant who subcontracts the work.

With the Board being amenable to the repair price given, Mr. Klinedinst made a motion to move forward with the repairs; Mr. Missimer seconded. All were in favor; motion carried.

7. **WATER AND SEWER—OLD BUSINESS**—Keith reported the following:

- CCR (Consumer Confidence Report) has been completed & approved by DEP. It will be posted to the website, accessed by a direct URL link. Notification will also be in customer's water bills and hard copies will be delivered to businesses & available at the office.
- Clarifiers at the Filter Plant were cleaned before flushing began.
- North Main & Prospect Streets—the Borough requested RLMA look at this area for a possible leak. To date, nothing has been found.

- Batteries on the leak detectors have died, but they lasted their live expectancy (5 years). Exeter Supply gave a quote of \$2,000 for the 10 units & will ship the units to Germany for repair.
 - Wallick Lane—it was previously reported that a camper was connected to the sewer line; however, Jeff Beard visited the area, spoke to the resident & saw no lines running to public sewer. Mr. Klinedinst will speak to the complainant to see if he has a picture of the illegal connection.
 - Springvale Water Main Replacement—Mr. Klinedinst asked that, when this project is done will Circle Drive be included? It will not because that is Windsor Township property & who would fund it? RLMA only plans to replace the line that is existing, not extend the line further into Circle Drive or other areas. If someone installs the main in those areas, RLMA would supply them with water.
8. **Approval of bills & statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Poff seconded. All were in favor; motion carried.
 9. **Authority recessed to Executive Session @ 7:35p.m.**
 10. **Authority reconvened @ 8:02p.m.** Mr. Poff made a motion to retain a water quality expert to meet with DEP; Mr. Herrman seconded. All were in favor; motion carried.
 11. **Adjournment**—RLMA adjourned their meeting at 8:03p.m.
 12. **Next RLMA Meeting will be held Wednesday, May 22nd, 2019 @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, May 22nd, 2019

Members

Eric Immel, Chairman
Skip Missimer, Vice Chairman
Mike Poff, Secretary
Jeff Herrman, Treasurer
Dennis Klinedinst, Asst. Sec/Treasurer

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Andy Miller, Solicitor
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Stephanie Weaver
Tina Frutiger
Bob Frutiger

1. The meeting was called to order @ 7:00p.m. All present participated in the pledge to the flag.
2. Mr. Missimer made a motion to approve the April 24th, Meeting Minutes; Mr. Poff seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—usage is currently the same as last year, as flushing was this same time last year. 6.75” of rainfall was received since the April meeting. Of note, Dallastown-Yoe has completed their flushing.
4. **CONNECTIONS REPORT**—1 new connection (Shawnee Manor)
5. **VISITORS**—no one to address Board
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Andy reported:
 - North Camp Street Easement—still waiting for landscaping to be completed. This was delayed due to rainy weather.
 - Requests an Executive Session at the end of the meeting to discuss PUC litigation & the Employee Handbook.
 - **Engineer’s Report**—Jason was absent tonight; Keith reported:
 - 2018 Sanitary Sewer Maintenance Projects
 - Contract #1—Barrasso Excavation, Inc.
 - Application for Payment #5, which is the final payment has been submitted in the amount of \$49,780
 - Contract Change Order #2—this was a work directive Change Order for overlay trench restoration in the amount of \$23,725
 - Mr. Missimer made a motion to approve payment of both above amounts to Barrasso; Mr. Poff seconded. All were in favor; motion carried.
 - Contract #2—Mobile Dredging & Video Pipe, Inc.
 - Application for Payment #3 has been submitted in the amount of \$7,296. Contractor must still complete slip lining of the main along Horace Mann Avenue to stop infiltration. This will be coordinated with C.S. Davidson when Horace Mann is closed for the Borough’s paving project (beginning June 10th). Mr. Poff made a motion to pay \$7,296 to Mobile Dredging & Video Pipe; Mr. Herrman seconded. All were in favor; motion carried.

- Contract #3—Mr. Rehab, LLC
 - Application for Payment #2, which is the final payment has been submitted in the amount of \$528.75. Mr. Missimer made a motion to approve this payment to Mr. Rehab; Mr. Poff seconded. All were in favor; motion carried.
 - Country Ridge Interconnect/Burrows Lane Project—C.S. Davidson has started the surveying work in this area. Of note, PennDOT’s Rt. 24/Rt.74 Project should have no affect on this project.
- **Superintendent’s Report**—Keith reported the following:
 - Authority members attending Borough Council meetings:
 - June 3rd Work Session & June 10th Regular meeting (June 10th to be held at Community Building)—Jeff Herrman will attend
 - July 8th Regular meeting—Skip Missimer will attend (no Work Session in July)
 - June 12th, 2019—shut offs for delinquent bills
 - Source Water Protection meeting was held on May 15th, 2019. Last month, discussion was held on supposed contamination of PFOS & PFOA in another York County water supply. Mr. Missimer had prepared a slideshow relating to this that he presented at the SWP meeting. His presentation included what PFOS & PFOA is, the chemical formulas for both, when & why they were manufactured, what they were used for, etc. He also reported on current status of drinking water advisories, water quality standards & a sampling plan that Pennsylvania put together to address this issue. Keith provided Mr. Missimer with data that RLMA has on PFOS & PFOA, which was distributed to tonight’s visitors. These are two specific chemicals out of 1,000 chemicals included in the request by PADEP & USEPA to be collected in 2013. At that time, RLMA was operating the old Water Treatment Plant. The data Mr. Missimer distributed showed the limits of both chemicals in 2013 was still lower than the 70 parts per trillion allowed by EPA. (that 70 parts/trillion is a lifetime health threshold, which means if it was consumed every day for a lifetime.) Samples were taken in 2013 (one sample per each quarter of 2013) and results came back “non-detect”.
Mr. Missimer stated even if there was a problem at the old WTP, he’s certain the new Water Treatment Plant would’ve treated that, being that it’s much more efficient at removing organic matter, solids, etc. Bottom line, RLMA has no problem with PFOA or PFOS. Pennsylvania does not plan to sample any surface water for these chemicals; they will only sample groundwater sources which is where these two chemicals were detected.
Mr. Missimer offered to present this information, along with the Source Water Protection Program to Dallastown Yoe Water Authority & Windsor at their public meetings. He will contact them to schedule this. Does RLMA wish to also advertise this information in the Borough newsletter? It can be very brief in the newsletter to explain what the chemicals are, referencing the sampling that was done at RLMA & that there are no known sources of these chemicals in our watersheds.
RLMA Board members believe the information can be readily available for anyone who has questions, but so as not to blow things out of proportion, it will not be advertised for now.
 - T-Mobile renewal—Keith contacted them regarding a one-time rate increase and a one-time payment. T-Mobile responded wanting neither one. When Keith emailed a 2nd time, T-Mobile offered a one-time \$2,000 fee for attorney fees. Contract renewal is not until 2023, so we can wait on this for now.

- Non-residential sprinkler lines—RLMA staff is still working on this, looking at options on how to go about notifications & how to handle it. More to come on this.
7. **WATER AND SEWER—NEW BUSINESS**—Keith reported the following:
 - CCR (Consumer Confidence Report) has been completed & approved by DEP. It is posted to the website, accessed by a direct URL link. Notification will also be in customer’s next water bills and hard copies will be delivered to businesses & available at the office.
 - On May 10th, Eric Grosh resigned from his 3rd shift operator position at the Water Treatment Plant. Dan Musser, a current part-time operator will be taking Eric’s full-time position beginning May 20th.
 - June 7th is the WWOAP/York Water clam bake—Board members should let Keith know if they plan to attend.
 - June 18th—Flagger training-RLMA staff to participate
 - June 27th—DEP-accredited course to be held, “Safety Days”
 - All roof repairs previously discussed at the April meeting have been completed
 - To date, 1,145 of the new meters have been installed
 - Mr. Immel reported discussions from the May Council Work Session/Regular meetings—
 - Borough Council requested that the flushing schedule for 2020 be delayed by an additional two weeks (it was delayed two weeks this year to allow Borough staff to finish street sweeping). The additional two weeks (mid-April was suggested) to allow Borough staff to clean up & chip tree limbs/branches and then street sweep. This can be discussed next year before flushing is advertised.
 - Fire Company needs volunteers—ideas were discussed on how to draw interest. Mr. Immel suggested inserting a small note with resident’s water bills. Keith will check on the additional cost associated with this & report back. Volunteers are needed in many capacities, not only firefighters; i.e. drivers, Fire Police, etc.
 - After the recent opening of the Splash Pad bathrooms, it was discovered a valve was left open & over a 2-week period, approx. 993,000 gallons of water went into the overflow tank & seeped into the ground. The Borough, nor RLMA staff can understand that no one living close by noticed nor was affected by the water leak. As a result of this massive leak, the Borough will have a \$12,000+ water/sewer bill & requested RLMA waive the sewer portion of the bill due to the water going into the ground & not the sewer. Mrs. Price stated the way the piping & valves are designed for the Splash Pad, no water goes into the sewer other than when it’s backwashed. The bill covering most of the 993,000 gallons reflected \$6,265.83 for water & \$6,523.94 for the sewer portion. RLMA usually pays \$181.12 of the Borough’s average water bill and the Board agreed to pay that amount on this \$12,000+ bill. With the Board agreeing to waive the \$6,523.94 sewer portion of the recent bill, Mr. Missimer made a motion to do so and to pay \$181.12 of the water portion of the bill; Mr. Poff seconded. All were in favor; motion carried.
 8. **Bills & Statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Missimer seconded. All were in favor; motion carried.
 9. **Authority recessed to Executive Session** @ 7:44p.m.
 10. **Authority reconvened** @ 8:33p.m. Mr. Missimer made a motion authorizing Chairman Immel to sign the expanded engagement letter with HMS; Mr. Poff seconded. All were in favor; motion carried.
 11. **Adjournment**—Authority adjourned @ 8:34p.m.
 12. **Next Red Lion Municipal Authority Meeting to be held on Wed, June 26th, 2019, 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, June 26th, 2019

Members

Skip Missimer, Vice Chairman
Mike Poff, Secretary
Jeff Herrman, Treasurer
Dennis Klinedinst, Asst. Sec/Treasurer

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Andy Miller, Solicitor
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Stephanie Weaver
Tina Frutiger
Bob Frutiger

1. The meeting was called to order @ 7:00p.m. Everyone participated in the pledge to the flag.
2. Mr. Poff made a motion to approve the May 22nd, 2019 Meeting Minutes; Mr. Herrman seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Usage is down from last year, this time. Keith reported 3.55” of rainfall was received since last meeting.
4. **CONNECTIONS REPORT**—2 new connections (1 on Broadway & 1 on Freysville Rd.)
5. **VISITORS**—Mrs. Frutiger had flyers to distribute for the July 4th Car Show & stated tickets are \$15 the day of the show; \$12 if they're purchased ahead of time. Just a note, Red Lion's fireworks will be held July 2nd this year.
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Andy reported:
 - He is working with Keith & Jeff on service line configurations at The Paddock
 - Requested an Executive Session to discuss changes to the Employee Handbook & give an update on the PUC litigation.
 - **Engineer's Report**—Jason reported:
 - 2018 Sanitary Sewer Maintenance Project
 - Contract #1—Barrasso Excavation, Inc. issued a Substantial Completion.
 - Contract #2—Mobile Dredging & Video Pipe, Inc. has a full main lining outstanding in the area of Horace Mann Avenue, which they plan to have completed by Friday, June 28th.
 - North Camp Street Water Main Replacement Project—the contractor has completed grading & seeding all the disturbed areas; \$2,500 is still being held for restoration purposes, if necessary.
 - Country Ridge Interconnect (Burrows Lane Project)—CSD has completed the field topographic survey & in-house survey base mapping. Jason gave Keith & Jeff drawings tonight.
 - **Superintendent's Report**—Keith reported:
 - Authority members attending Borough Work Session/Regular Meetings:
 - July 8th—Skip Missimer (no Work Session in July)
 - August 5th—Skip Missimer; August 12—Mike Poff
 - July 17th, 2019—shut offs for unpaid water bills
 - T-Mobile contract renewal—discussions are still taking place
 - Non-Residential sprinkler lines—Keith & Jeff are still in discussion with CSD about this.

7. **WATER AND SEWER—NEW BUSINESS**—Keith reported:
 - The 2nd-shift FT Water Treatment Plant operator resigned last week. This position will be advertised.
 - On 6/10, Mr. Missimer & Keith attended Windsor Borough's Authority meeting & gave a brief presentation on the PFOS/PFOA issue, recently in the news in another York County water supply. They also invited Windsor's Authority members to attend future Source Water Protection meetings, if interested and said SWP is available to help their Authority, if needed.
 - July 24th, 2019--DYWA/RLMA Joint Meeting to be held @ 6:30p.m. with RLMA's regular meeting starting afterwards @ 7:00p.m.
 - Mr. Klinedinst asked who did the street cut at the Agriculture Building (greenhouse) on Horace Mann? Keith said it wasn't the Municipal Authority & wasn't aware of who did it. Jeff Beard said he can research to find out; however, the road will be repaired soon anyway.
8. **Approval of bills & statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Herrman seconded. All were in favor; motion carried.
9. **Authority recessed to Executive Session** @ 7:14p.m. to discuss PUC litigation & the Employee Handbook.
10. **Authority reconvened** @ 7:37p.m. No action was taken.
11. **Adjournment**—Authority adjourned their meeting @ 7:38p.m.
12. **Next RLMA Meeting to be held July 24th @ 6:30p.m.** (Joint mtg with DYWA); RLMA Regular Meeting to follow @ 7:00p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, July 24th, 2019

Members

Eric Immel, Chairman
Skip Missimer, Vice-Chairman
Jeff Herrman, Treasurer
Mike Poff, Secretary
Dennis Klinedinst, Asst. Sec/Treasurer

Visitors

Stephanie Weaver
Bob & Tina Frutiger
Nevin Horne

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Chris Toms, Engineer
Andy Miller, Solicitor
Brad Sprenkle, WTP Operator
Chad Arnold, WTP Operator
Stacy Myers, Recording Sec'y

1. The meeting was called to order @ 7:00p.m.
2. Mr. Missimer made a motion to approve the June 26th, 2019 Meeting Minutes; Mr. Poff seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Keith reported Red Lion & Dallastown's water usage is the same as last year, this time. There was 6.93" rainfall received since last meeting.
Of note, Chad Arnold reported there was no problem with water supply during the recent Boundary Avenue house fire. Fluctuation in pressure occurred while several fire companies were fighting the fire due to more than one hose/connection on a line. Once that was coordinated, there was no issue with pressure & flow. As far as water usage from this incident, Chad said the tank was at 43 ½' before the fire and 39-40' after the fire (40,000 gallons/foot), but the tank level recovered quickly.
4. **CONNECTIONS REPORT**—2 new connections in The Paddock
5. **VISITORS**—the following was reported:
 - Concerning the July 5th lightning strike to the Water Treatment Plant resulting in water conservation efforts from residents, Mrs. Frutiger said the Borough Manager should have been one of the first to be notified. She said Mrs. Price should always be notified quickly when something involves the Borough and its residents. Jeff Beard was in charge that day since Keith Kahwajy was on vacation and Jeff said he was told that Dennis Klinedinst had called Mrs. Price about the situation. It was a very busy day, being an unexpected event that had caused two flow controllers to go out of operation. The plant had to be put into manual-operation mode. Residents were notified by the automated dialing system, but Jeff said he followed protocol and believed that Mrs. Price was notified since that's what he was told. Mrs. Frutiger disagreed, stating Mrs. Price should've been notified much earlier than she was. Stephanie Weaver said she thought everything was handled very well, by the County, Emergency Services and all RLMA staff. She confirmed Mrs. Price **was** notified of the incident early in the day.
 - American Legion will hold a chicken BBQ Saturday, July 27th.
 - Stephanie Weaver distributed quotes submitted by Reynolds AV, LLC for the video system and for a projection screen & projector for the meeting room. This was previously discussed with the RLMA Board, who agreed to split the cost with the Redevelopment Commission. The Board can look over these quotes; more discussion can take place next month.

6. WATER AND SEWER—OLD BUSINESS

- **Solicitor's Report**—Andy reported:
 - Tim Pasch's attorney emailed Andy, stating how Mr. Pasch will make his remaining connections in Phase 1. Andy said Mr. Pasch is agreeable to how the Authority wants the connections done in Phase 2; it's the few remaining houses in Phase 1 that he is disagreeing with. He is completing the connections as they were stated in the plans, but those plans were approved so long ago, that the Authority's configurations have changed. RLMA would have to inspect & approve the way the connections are done. Keith & Andy will discuss this.
 - **Resolution 2019-1**—covers the revised Employee Handbook—Mr. Missimer made a motion to adopt Resolution 2019-1; Mr. Poff seconded. All were in favor; motion carried.
- **Engineer's Report**—Chris Toms, filling in for Jason Reichard, reported:
 - Contract #2—Mobile Dredging & Video Pipe will probably be requesting final payment next month.
 - 2018 North Camp Street Water Main Replacement—will probably be requesting final payment next month.
- **Superintendent's Report**—Keith reported the following:
 - Authority members attending Council Work Session & Regular Meetings
 - August 5th & 12th—Skip Missimer
 - September 9th—Eric Immel (no Work Session in September)
 - August 14th, 2019—water shutoffs for delinquent bills
 - Burrows Lane Project—C.S. Davidson is still working on this
 - T-Mobile renewal—Keith is still working on the lease agreement and is now going directly to T-Mobile rather than the company T-Mobile works with.

7. WATER AND SEWER—NEW BUSINESS—Keith reported the following:

- **Discussion on July 5th lightning strike**—Keith & the Board said it was a learning experience and staff are looking into additional lightning protection for the WTP. Brad & Chad are reviewing things already on hand at the plant that may be used in the event of another emergency.

Of note, when the new Water Treatment Plant was built, developers/engineers told RLMA staff the plant was not designed to run manually; however, after the lightning strike, RLMA staff operated it manually until they had everything back up & running in approx. 12 hours. Brad Sprenkle reported he is currently waiting for spare flow control meters to have on hand.
- **August 10th—Red Lion Street Fair**—Mr. Missimer suggested, rather than RLMA having a table at the Street Fair, we participate in Watershed Weekend (Sept 21st & 28th) & offer public tours of the Water Treatment Plant. The Board agreed and selected Saturday, September 21st as the day to hold tours.
- **July 31st @ 9am**—meeting to be held at the Red Lion Municipal Office with York County Emergency Services & others to discuss the July 5th lightning strike situation.
- **August 1st @ 1pm**—meeting at the Borough Office Meeting Room between Kaltreider-Benfer Library, RLMA & the Borough to discuss the library's plans.
- **Keith reported Lee Fencing** submitted a quote to repair the gate controls at the Water Treatment Plant and suggested also adding wireless loop alarms, cantilever rollers & a 460-volt surge protector for lightning protection. The insurance claim that Keith will submit for the July 5th damage is \$5,038; Lee Fencing's additional items would be \$2,139. The Board agreed to move forward with the additional protection.
- **Country Club Hill Pumpstation**—prices are being gathered for blacktop repair

- **Full time Operator position has not been filled yet**—job will be advertised in the Community Courier on July 31st, in addition to being posted on the Borough/Authority website, Facebook page & Craig’s List.
- **Utility cut on Gay Street**—Mr. Klinedinst reported on a recent repair the Borough completed on a utility cut. Labor cost was \$1,688; material cost was \$596, and the Borough has a list of all equipment that was used in the repair. Mr. Klinedinst was unclear **who** made the Gay Street cut; he just wanted to make aware the cost that was involved.

He said the Municipal Authority recently did a utility cut off Howard Street that was not 8” in depth, the whole patch is now sinking & the seal along the edges is breaking apart. Keith said Barrasso Excavation obtained the permit from the Borough for all the street cuts before they completed the sewer repairs in that area. Keith said Barrasso doesn’t do their own street patching; they hire a subcontractor (as part of the contract) to do patching.

Chris Toms believes that, contractually the Authority would still have a relationship with the contractor (Barrasso), but the language of the contract would have to be reviewed. Keith will discuss this with Jason Reichard once he returns from vacation. Mr. Immel said this is why it’s a good idea to always have an inspector on site during these projects, so these things can be addressed at that time.

Mr. Missimer had visited the site & hadn’t seen a problem with the street other than the area where a pavement cut was done (by the Borough) was not sealed properly. Mr. Immel agreed with Mr. Klinedinst that there is a lip at the manhole. This will be discussed further once more research is done. Board members agree that a better way to handle the street cuts (& repairs) needs to be reached.

8. **Approval of bills & statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Poff seconded. All were in favor; motion carried.
9. **Authority recessed to Executive Session @ 8:16p.m.** to discuss personnel issues; Authority reconvened @ 8:40p.m. No action taken.
10. **Adjournment**—Meeting adjourned @ 8:41p.m.
11. **Next RLMA Meeting is scheduled for Wednesday, August 28th, 2019 @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority—Dallastown/Yoe Water Authority
Annual Joint Meeting Minutes
Wednesday, July 24th, 2019

RLMA Members/Staff

Eric Immel, Chairman
Skip Missimer, Vice-Chairman
Mike Poff, Secretary
Jeff Herrman, Treasurer
Dennis Klinedinst, Asst. Sec/Treasurer
Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Chris Toms, Engineer
Andy Miller, Solicitor
Brad Sprenkle, Treatment Plant Operator
Chad Arnold, Treatment Plant Operator
Stacy Myers, Recording Secretary

DYWA Members/Staff

Connie Stokes, Borough Mgr.
Joe Joines
Pat Callahan
Susan Sprague
Steve Malesker
Chad Kehew, Engineer

Visitors

JT Hand, York Water
Marty Strine, York Water
Nevin Horne
Stephanie Weaver
Bob & Tina Frutiger

1. The meeting was called to order @ 6:30p.m. All participated in the pledge to the flag.
2. **Discussion about the Water Treatment Plant facility**—Brad Sprenkle stated things are operating smoothly & everything has been repaired since the lightning strike. He elaborated on the July 5th/6th storms when lightning had damaged both the influent & effluent flow meters which control everything at the plant. After approx. 12 hours, RLMA staff got everything up & running by 7pm (July 6th) and they recouped all water that had been lost. Brad stated the water restrictions (issued to Red Lion, Dallastown-Yoe & Windsor customers) helped significantly to recover that lost water. He appreciated Dallastown-Yoe's cooperation and the help from York Water & other technicians during the time the plant was in manual operation. All efforts helped to get the plant running in as timely a manner as possible. There are no longer any issues with either of the flow meters & everything is back to normal.
Connie Stokes, Dallastown Borough Manager thanked Red Lion Municipal Authority staff & York Water for their help, the timely notification & all their efforts. She thought everything was handled well during the event.
Of note, a follow up meeting with York County Emergency Services is scheduled for July 31st @ 9am in the Red Lion Municipal Office. This is part of the County's process when an emergency like this occurs. A review & discussion of the lightning strike will take place, along with a plan of action for any future events. Dallastown-Yoe staff and Authority members are welcome to attend.
3. **Update on Source Water Protection Plan**—Mr. Missimer reported the Source Water Protection Plan has been in action for approx. 12 years. Part of the SWPP process is to identify potential sources of contamination, and as part of that process the list (of potential sources of contamination) and map have now been updated, as is the practice every 5-7 years. Mr. Missimer distributed copies of the lists & map. He reported, during the update, PADEP & USEPA permits were consulted as well as municipalities within the watershed. Of note, no hazardous waste sites are in either watershed.
SWPP has also met with SRBC (Susquehanna River Basin Commission) who've done a considerable amount of work with a new type of radar called Lidar, along with some computer programs they've perfected for Pennsylvania. These are used to identify water flows through watersheds. The SRBC has given SWPP a copy of all the information & computer programs, which are now a part of RLMA's computer system. No known sources of sediment contamination were found in either of the two watersheds in Red Lion's system.

During the study, more farm ponds (near many small streams in the watershed) were discovered than had been realized previously. Mr. Missimer said this is good news in the event of an emergency (fuel oil/gasoline spill) on a road within the watershed, these farm ponds could act as an intermediate “stop” before the contamination got to either Beaver Creek or Cabin Creek.

4. **Information on PFAS**—Mr. Missimer led into this discussion, most recently talked about in the news as being discovered in a Newberry Township Water system. PFAS (perfluoroalkyl substances) is a general class of chemical compounds. PADEP & EPA are considering regulating these substances.

There are thousands of these PFAS compounds, the two most common being PFOA (perfluorooctanoic acid) & PFOS (perfluorooctanesulfonic acid). These two chemicals were manufactured in large quantities for 50-70 years, because they’re very stable & heat resistant, as well as oil, grease & water resistant. There are many uses for them including Teflon cookware, dental floss & firefighting foam. The sites where they were manufactured & the sites where they were used to make other things are the major sites that are contaminated.

There are currently no Federal or State regulations for PFAS substances; however, Pennsylvania is in the process of sampling in possible sites of contamination; i.e. Letterkenny Army Depot & Harrisburg International Airport. In York County, there are 14 drinking water wells scheduled to be sampled, but no surface water sites will be tested. PFAS compounds are a groundwater contamination issue, not surface water contamination issue.

Mr. Missimer stated Red Lion has no known sources of PFAS contamination in our watershed, but we have tested for them. The EPA asked information/sampling to be collected in 2013; four samples were taken (one/quarter). Every 4-5 years, EPA issues an unregulated contaminated monitoring rule and the sampling was done per those requirements. In all cases, the samples for PFOS & PFOA came back non-detect. These samples were done at the old Water Treatment Plant, so RLMA would expect even better results from the new Water Treatment Plant.

These issues are one of the many things discussed at Source Water Protection meetings and Mr. Missimer said Dallastown-Yoe representatives are encouraged to attend. The next meeting will be held Wednesday, September 18th @ 6:30p.m. at the Red Lion Municipal Office.

5. **Communication between Red Lion & Dallastown-Yoe Water Authority**—both entities reported things are going very well. Joe Joines & Brad Sprenkle are in contact often and whenever necessary.
6. **DYWA/York Water Company Interconnect Agreement**—no report
7. **Business for action by Dallastown-Yoe Water Authority**—Interconnect meters are being tested August 6th.
8. **Next RLMA/DYWA Joint Meeting** will be held Wednesday, July 8th, 2020 at 6:30p.m. at Dallastown Borough Offices.
9. **Other business**—Brad Sprenkle asked, with changing tanks in Dallastown, he asked if a study was done to see how that may adversely affect the pressures of both Red Lion and/or Dallastown-Yoe’s system? Joe Joines stated changing the tanks shouldn’t change anything because the overflow elevation isn’t changing. Dallastown-Yoe will not be gaining elevation on the tanks, so the pressure won’t be affected.
10. **Adjournment**—Mr. Immel thanked everyone for attending tonight’s Joint Meeting and again thanked everyone for all the help during the lightning strike event. Meeting adjourned at 6:50p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, August 28th, 2019**

Members

Eric Immel, Chairman
Skip Missimer, Vice-Chairman
Jeff Herrman, Treasurer
Mike Poff, Secretary
Dennis Klinedinst, Asst. Sec/Treasurer

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Stephanie Kogut, Solicitor
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Bob & Tina Frutiger
Brett Patterson
Stephanie Weaver

1. The meeting was called to order @ 7:00p.m. Everyone participated in the pledge to the flag.
2. Mr. Missimer made a motion to approve both the July 24th, 2019 DYWA/RLMA Joint Meeting Minutes and the July 24th, 2019 RLMA Meeting Minutes; Mr. Poff seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Usage is down from last year this time. 6.41” of rainfall was received since last meeting.
4. **CONNECTIONS REPORT**—12 new connections (9 in Carriage Crossing, 1 in Laurel Vista, 1 on Redco Avenue, 1 in Valley Meadow)
5. **VISITORS**—no one to address the Board
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—no report
 - **Engineer’s Report**—Jason reported the following:
 - Mobile Dredging & Video Pipe, Inc. just submitted their paperwork for the final payment on 8/27. Jason will review it & present it at the September RLMA meeting. This is the final project of the 2018 Sanitary Sewer Maintenance Program.
 - North Camp Street Water Main Replacement—final application for payment is presented in the amount of \$2,500 to MacMor Construction. Staff has visited the site & is satisfied with the conditions in that area. Mr. Poff made a motion to approve the \$2,500 payment; Mr. Missimer seconded. All were in favor; motion carried.
 - Jason will meet with staff next week in preparation of the Borough road project going out for bid.
 - **Superintendent’s Report**—Keith reported the following:
 - Authority members attending Borough meetings:
 - September 9th—Eric Immel (no Work Session in September)
 - October 7th & 14th—Jeff Herrman
 - September 25th, 2019—shutoffs for delinquent water bills
 - T-Mobile contract renewal—typically, no one reaches out prior to two years of service contract renewal (which is 2023 with RLMA). Keith called the Lancaster T-Mobile & they were to tell T-Mobile sources to stop contacting Red Lion regarding this. Another firm, Landmark, who does work for T-Mobile has also contacted Keith about the contract.
 - Mr. Missimer reported on items from the August 12th Borough Council meeting:

- The Fire Company reported they would like to soon replace their current aging ladder truck with a new one & mentioned contacting the Municipal Authority for a donation. Mr. Missimer suggested meeting with Fire Company reps, either Scott Kopp or Bill Hoover (Fire Co. President) to make them aware the RLMA doesn't have the amount of funds required to purchase a new ladder truck. A new truck reportedly costs over \$1million. The Borough does not have the excess funds to donate either, so a joint meeting could be planned, preferably sooner than later (before the merger).
- In preparation of possibly opening Lancaster Street extended, the Borough has given a deadline to the property owners of when the decrepit buildings in that area must be torn down. In addition, Borough Council authorized an environmental study to determine what permits would be necessary to make this a through-street. If the Municipal Authority has any information pertinent to aid the Borough in moving forward, Mr. Missimer suggested giving that to Borough staff. Jeff Beard stated the water main in the area should be extended to loop those two areas together. Mrs. Price said this is in the early planning stage right now; the street opening wouldn't be until 2022.
- Street Opening Ordinance—Borough staff is still reviewing Ordinances of other municipalities similar to Red Lion. Once notified, RLMA can review & offer comments regarding this.
- Milner Heights Basin rehab—Mr. Missimer reported there are two basins in Milner Heights; one is very large, one small. A joint project was entered between Red Lion & Windsor Township to rehab the large basin, completed in 2017 which included structural changes to the outlet structure and the installation of four bays at the ends of the pipes that drain the surrounding community into the basin. The other part of the project was reseeding the vegetation at the bottom of the basin; however, the wet weather this past 24 months had prevented this. In that interim, the Windsor Township Engineer suggested changing the contract to include more physical work be done inside the basin to modify the way the water flows in the basin, etc. Mr. Missimer & Keith met with Kip Allison (WT) to discuss the township's objectives versus RLMA's objectives. Mr. Missimer said Red Lion's objectives of reducing nutrients, sediments & velocity coming from the basin have been met. The additional items suggested by WT's Engineer are not necessary in Red Lion's opinion. Mr. Allison will report this to his Board for further discussion. Red Lion is not paying for any of these project costs; they're being paid with County grant funds.

7. **WATER AND SEWER—NEW BUSINESS**—Keith reported:

- Watershed Weekend will be recognized by public tours of the Water Treatment Plant on Saturday, September 21st from 10am-1pm. Those interested can meet in Windsor Church of God's parking lot for transport to the plant.
- 2020 Financial Requirement for the Authority's Defined Contribution Pension Plan is \$12,100. The 2020 MMO (Minimum Municipal Obligation) for the Pension Plan is \$78,508.
- Letter has been received from the Borough Manager requesting Howard Street be repaved due to deteriorating patches resulting from RLMA's sewer project. Mrs. Price said she & Brett Patterson had inspected other patches done during this same project that appear to be fine, but she believes the difference is that Barrasso used subcontractors to

complete patching on Howard Street and both patches on that street have deviations in the pavement. There is a 2-year requirement on the other patches done during this project and that time is already ticking away from the date Brett had inspected them, but the time requirement has not started on Howard Street patches yet. Mrs. Price reported this isn't temporary trenching; the repair must be something that holds up and she believes Barrasso must remove what is there & do it right. She has a Bond from Barrasso, good through January 2020, but she doesn't want to pull that knowing Howard Street is not holding up already. Barrasso should be held accountable to make it right & they are RLMA's contractor, not the Borough's.

Mr. Immel believes the Borough would be the party to inspect the paving since it's their street; however, Mrs. Price stated the Authority's specs say they (Authority) will inspect. And although Municipal staff was told by Barrasso that the Borough was contacted daily about conducting inspections, Brett Patterson said he was not notified regarding Howard Street (possibly because it was completed by a subcontractor). Barrasso later admitted Borough staff was not contacted every day & may not have been contacted to inspect that area.

Keith said Municipal staff conducts inspections of all work before backfill & paving is done, but he may not have paperwork noting every inspection. Mr. Klinedinst mentioned a June 2017 agreement between RLMA & C.S. Davidson that states the Municipal Authority would inspect and record all steps of their projects and street cuts. As Chairman of the Borough's Public Works Committee, he would like a report of RLMA's inspections done on this project.

Jason will visit Howard Street to look at the problem areas, but he suggested waiting until Spring (& nicer weather) to have the repair work done. This will allow for additional settling of the street, which can be reevaluated at that time. Mrs. Price & Brett are agreeable to this and when asked, Brett said he doesn't foresee a problem with plowing & the current sewer lid height on Howard Street.

Jason said the Authority still has until May 13, 2020 on their Performance Bond which should cover the Spring work, but he thinks it would be easier for the Borough to execute their Bond for the street cut. Mrs. Price said the Borough's Ordinance requires two years and all she has from Barrasso is the street opening permit which expires end of January 2020.

Jason will contact Barrasso contractors (via letter) to tell them the Howard Street work is not satisfactory, and the work needs to be redone in Spring. If there are other issues that the Borough is concerned about, they should be brought to Jason's attention before he contacts Barrasso. Jason will review all the language regarding the Bond, Ordinance, etc., prior to sending the letter to Barrasso.

Of note, Mrs. Price stated all permits, going forward, will have to be held by the utility, not the contractor. Jason agreed with that decision. He said it's odd to hold the contractor liable to the 2-years after a project rather than the utility that conducts the project.

In reference to the agreement between the RLMA & C.S. Davidson that Mr. Klinedinst mentioned, some revisions to the language may be necessary for the Authority's agreement with CSD to mirror the Borough's agreement with CSD.

- Lead/Copper sampling has been completed—30 samples were taken; 10 results have come back, all below the DEP limits.
- July 5th--York County Emergency Services held a meeting at the Municipal Office to discuss the lightning strike event and what improvements could be made during any future like events.
- Keith & Mr. Missimer gave Laura Kirk, EMA Director, a tour of all the Red Lion Municipal Authority facilities. Laura suggested conducting tabletop drills, such as a

main break or other emergency situation where training may be helpful. This can be planned for the Spring.

- During the lightning strike, Keith was contacted by a South Main Street resident who has retired from the electric business after 40 years. After touring the Water Treatment Plant, he said he could get a spare control unit for \$1,200, wire it & mount it. This was the unit that was damaged & taken out of service by the lightning strike. The same unit was quoted by Control Systems 21 for \$3,856 and they said it would take 1-2 months to receive. Discussion was held on where to mount it in the plant. The South Main resident also suggested changing the way the unit is grounded to avoid a future like event. The Board was amenable to purchasing two of the units to have on hand. Keith will verify the warranty on the unit should this resident purchase & install it.
 - Pump #1 at Beaver Creek was sent to Motor Tech for service. The bearings needed to be replaced. Motor Tech will install & laser-align the operating assembly.
 - Clarifier 1 was cleaned today, 8/28; Clarifier 2 will be cleaned tomorrow, 8/29
 - Keith & Jeff met with Stewartstown Borough Water staff & Authority members to discuss problems with Sensus meters and the capability of the Kamstrup meters that Red Lion is using as Sensus replacements. RLMA plans to list their extra Sensus meters on MuniBid.
 - Karl Reynolds from Reynolds AV, LLC visited the Water Treatment Plant to look at what had been damaged during the lightning strike and offer replacement suggestions. To replace everything, as is, would cost \$1,723, which will be turned into the insurance company. WTP staff asked for a larger monitor in the lab room (50" rather than 40") and fiber optic rather than running an HDMI cable from one room to another and a new video card in the computer. The upgrade cost would be \$2,597. The Board was agreeable to moving forward with the upgrades.
 - Country Club Hills driveway (to the pump station) needs repaved. Keith obtained a quote from Emory Peters for \$9,960 and Fitz & Smith for \$8,400. Mr. Missimer made a motion to move forward with Fitz & Smith for the repaving; Mr. Poff seconded. All were in favor; motion carried.
 - September 18th—Source Water Protection Plan Meeting @ 6:30p.m.—at Red Lion offices
 - Part-time Operator has been hired & trained. Full-time Operator has been hired and has completed his paperwork and clearances.
 - Partnership for Safe Drinking Water through AWWA has been completed & filed.
 - Mr. Klinedinst stated the Borough is looking at repairs for the driveway behind Kaltreider-Benfer Library. A quote for repairs in the amount of \$22,086 was prepared by Brett Patterson. The installation of all the parking area was a Borough project and now sealing is needed for some of the area. Back in 2011 or 2012, Mr. Klinedinst thought the Borough was told when the driveways were connected (from the library to back parking lot), the Municipal Authority said they would pay half the paving cost. Mr. Missimer remembers hearing of some discussion on this (he attended on behalf of the library) and that Council agreed to put the driveway in but doesn't recall the Authority being involved other than getting their (RLMA) permission. Part of it, not all, is on RLMA property. The Board suggested Jason meet with Brett Patterson to see what work is needed, what concerns there are about the area & an approximate cost.
8. **Approval of bills, statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Missimer seconded. All were in favor; motion carried.
9. **Authority recessed to Executive Session @ 7:58p.m.** to discuss pending litigation & personnel issues. Authority reconvened @ 8:28p.m. No action was necessary.
10. **Adjournment**—meeting adjourned @ 8:30p.m.

11. Next RLMA Meeting will be held on Wednesday, September 25th, 2019 @ 7:00p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, September 25th, 2019

Members

Eric Immel, Chairman
Skip Missimer, Vice-Chairman
Jeff Herrman, Treasurer
Mike Poff, Secretary
Dennis Klinedinst, Asst. Sec/Treasurer

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Andy Miller, Solicitor
Jason Reichard, Engineer

Visitors

Bob Frutiger
Tina Frutiger
Nick Shearer
Stephanie Weaver

1. The meeting was called to order @ 7:00p.m. Everyone participated in the pledge to the flag.
2. **WATER USAGE REPORT**—2” of rainfall was received since last meeting. A 6” main break on Kendale Rd. was repaired on September 20th.
3. **CONNECTIONS REPORT**—5 new connections (all within developments)
4. **VISITORS**—Nick Shearer, the Authority’s auditor from Hamilton & Musser was present to give an overview of the 2018 RLMA Audit & Financial Statements, including Hamilton & Musser’s unmodified (clean) opinion (highest opinion a local government or Authority can receive). Some highlights of his report included:
 - A review of the Balance Sheets which included the Sewer Fund & Water Fund. RLMA’s assets, as of 12/31/2018, totaled \$16.65million, including their Pension amount.
 - Current liabilities (those due within one year) total approx. \$1.1million; total assets are approx. \$1.5million. Nick said this gives the Municipal Authority a healthy position of assets over liabilities.
 - In reviewing the income statements, Nick stated Sewer & Water had a total revenue of \$4.8million & total operating expenses were \$3.3million. Here again, this is a very good operating position.
 - Non-operating income, such as interest income, interest expense & bond issuing costs are still in a good financial position.
 - Total operating cash flow is at a very healthy \$1.6million.
 - Financing related items such as payments of debt, interest payments and/or proceeds of debt included the Authority’s refinancing of 2018 which allowed more payments on their bonds. Cash being paid for such items was \$1.5million.
 - Investment activity (purchases of investments)—with the bond refinancing & going from M & T accounts to PLGIT accounts, allows significant purchases of investments at \$1.8million.
 - Net cash decreased during 2018; however, the investments outweigh that by approx. \$300,000.
 - Fiduciary activities/pension plans—shows inflows & outflows of the plans, along with payments to the plan, administrative costs, etc.
 - More details of the Balance Sheet & Income Statements are included in the report & Nick urged Authority members to review that.
 - As this is Hamilton & Musser’s first year with Red Lion Borough & Red Lion Municipal Authority, there is always a review of prior year’s audits. A couple issues that had been recorded incorrectly in prior years involved the timing of receivables (customer payments)

Also, the capital assets & debt were found to be recorded incorrectly in 2014, during the construction of the new Water Treatment Plant. This was corrected & Nick stated the capital assets & debt are very much inline & healthy.

- When the Municipal Authority separated their pension plan from the Borough in 2017, they were required to comply with GASB-68 (pension liability or asset is required to be recorded on the books). This was not done, but this has now been corrected.
- With the above corrections, Nick predicts, going forward, future audits should run smoothly, and he appreciated the help & work of the Municipal staff.
- An Audit letter (as a follow-up) will be forthcoming within a few weeks. Other comments will be included in that.
- Mr. Missimer asked if there are any new accounting procedures, rules or standards that the Municipal Authority may need to be concerned about. Nick stated some governmental standards don't have much effect on RLMA's financial statements; however, GASB-87 deals with leases. If RLMA has any leases on office equipment, etc., that will now have to be capitalized on the books & the liability will be recorded also (to offset).
- The Board appreciates the thorough report & is pleased with the outcome of obtaining perspective from a new auditing firm.

5. **WATER AND SEWER—OLD BUSINESS**

- **Solicitor's Report**—Andy reported the following:
 - A Subdivision Plan for Kaltreider-Benfer Library/Fairmount property is being circulated. As part of the process of this, the Cross-Easement Agreement of the property needs to be finalized as the Borough, the Authority and the library are going to be sharing accesses, parking, etc. A draft Land Development Plan was emailed to Andy today, but he hasn't had time to review it. More on this later.
On a prior survey, property lines of the Contino property and the old Junior High had been shifted slightly. Jason reported additional surveying has been completed by Gordon Brown's office and this issue has been addressed & corrected. The new survey map was reviewed.
Mr. Missimer asked if Jason had visited the park properties (parking lot, etc) that the Borough claims need repair. At the August RLMA meeting, a quote of approx. \$22,086 was presented, as prepared by Brett Patterson. Once Jason was onsite at the park to look at the areas in question, he only saw a street cut area between the water tower & cell tower that had settled. He then contacted Brett Patterson, who told him the areas in question to be improved were, (pretty much), all parking & access drives owned by the Borough. Jason was involved with the design of this project in 2000 through a grant obtained by the Borough. He believed there was a verbal agreement between the Borough and RLMA, where the Authority allowed the Borough to construct their improvements on that property. Jason said, from an Authority standpoint, the only area he saw that may need improved was the settled street cut trench.
With the new boundaries & property lines being established as part of the subdivision, Jason believes the area would still be retained by the Borough per the plan. He said it doesn't make sense that the Authority would be expected to spend money to make improvements to those existing surfaces. Jason asked if there was anything further, from an engineering standpoint, he should do concerning this issue. Mr. Missimer said he believes the RLMA is still interested in making all the land transfers previously discussed based on the boundary lines on the map reviewed tonight (not the new map).
Mr. Klinedinst said this was not the map he had seen, but he will discuss this with Jeff Shue. Jason said he can try to get additional clarification to resolve some of the

proposed boundaries back to the original proposed idea. This way, everyone will be of the same understanding.

Andy will forward the email of the Subdivision Plan he received today to Jason & Mr. Missimer for their review. This should include the updated map & boundary lines.

- Requested an Executive Session at the end of the meeting to update the Board on PUC litigation matters.
- **Engineer's Report**—Jason reported the following:
 - 2018 Sanitary Sewer Maintenance Project
 - Mobile Dredging & Video Pipe, Inc. submitted their 4th & final Request for Payment in the amount of \$28,855.00. Overall, the contract came in under budget & under the amount of the original contract and Jason said he concurs with the payment request. Mr. Missimer made a motion to pay the \$28,855; Mr. Poff seconded. All were in favor; motion carried.
 - Country Ridge Interconnect (Burrows Lane)—Jason met with Jeff Beard to walk through the area & discuss the necessary scope of work. Jason submitted a draft set of plans for Authority staff to review & comment, as necessary. Current cost estimate is approx. \$340,000, but this could change.
 - Cabin Creek Dam Safety Annual Inspection Report—Concerning the Slope Stability Analysis, Jason has communicated with DEP regarding their expectations. Until the hydraulics are complete, no action is necessary on the Slope Stability Analysis. New flood/rainfall depths should be released early 2020 & once they are, that data will be used in the model. More on this later.
 - Howard Street Sanitary Sewer restoration work—Jason looked at two patches that had been completed during an Authority project. He agrees the work is not 100%; however, patchwork on existing roads that may not be in 100% great condition and in repairing of a 10'-deep sewer trench, he believes it is one of the best trench repairs that he has seen. There is some deviation in the pavement and a small lip, but the Authority's specs are set up to measure deflections in the pavement over a 10-foot span longitudinally (with the flow of traffic) and based on what he saw on Howard Street, he believes it may only be a ¼" to a ½" out of specification. He maintains his original suggestion of waiting till spring to look at the area again to review the condition.
 - Overflow valve at the park—Sherwin Logan is working on this with RLMA staff. It will go through the SCADA system, once finished.
- **Superintendent's Report**—Keith reported the following:
 - Authority members attending Borough Council meetings:
 - October 7th & 14th—Jeff Herrman
 - November 4th & 11th—Mike Poff
 - October 16th, 2019—shut offs for delinquent bills
 - Three quotes were obtained for the spare flowmeter transmitters at the Water Treatment Plant. The least expensive quote came from the South Main Street resident who had spoken to Keith after the July lightning strike. It's a Rosemont meter with pigtails coming from the bottom, that comes with a 2-year warranty. Keith has the quotes in his office; he believes the quote was \$3,400 for two of the units. They come already programmed & will be stored on a shelf, ready when needed and able to be connected & running within an hour. Control Systems 21 quoted \$3,886 for one unit, not programmed and Eaton quoted approx. \$7,000 for one unit, not programmed.

6. **WATER AND SEWER—NEW BUSINESS**

- The rebar that was in the sanitary sewer at 30 East Broadway has been removed by the RLMA contractor, USG.
- Gas island behind the Municipal Offices—Jeff Beard reported that, in 2022, DEP will require hydrostatic testing to be done on all the pits on the concrete island. This will include all gas lines, electric lines, and everything exiting from the pit, which has a rubber boot on it. These lines are approx. 25 years old and he believes, at least one of them will fail testing. Keystone Petroleum, who conducts maintenance on the pumps, suggested RLMA staff prepare ahead of time for the DEP requirement. The key bank going to the gas island, along with the pumps, are becoming obsolete. It was a great commodity when there were no 24-hour gas stations around; however, Jeff believes it's time to get out of the gas dispensing business. What expense is involved in closing the gas island? Jeff is researching this. The two tanks are double-wall steel tanks & the approximate figure to use is \$1.75/gallon. The two tanks are 6,000 gallons each. Excavation, removing the tanks, etc., Jeff is estimating will cost approx. low-\$20,000's. Hydrostatic testing & updating will be approx. low-\$20,000's. Updating the key bank & pumps would cost approx. \$5,000-\$8000. Jeff reported current users of the gas/diesel are two fire companies, one ambulance, one Borough & one Authority. Red Lion Borough does not use any of the gas and/or diesel. Not all 24-hour convenience/gas stations sell diesel and some stores that **do** sell it, may not be familiar with the key card system and/or how to handle taxes with a municipal account. One of the only positive things about RLMA having their own gas island is that it's connected to a generator, so in the event of a power failure, gas and/or diesel is still available. Jeff is unsure, but would assume, Sheetz (where diesel is available) has a generator. River's Garage has diesel (not open 24 hrs) and it's unsure whether they have a generator. Mr. Missimer stated the cost charged for the gas/diesel at the island does not cover all the time for RLMA staff to maintain the pumps, bookkeeping of the staff, & the required testing involved. He believes the further testing that will be required in 2022 is good reason to get out of the gas business, not to mention that it is an accidental & environmental liability. Jeff said he is waiting for an assessment report from Keystone Petroleum and will conduct further research with Sheetz & Rutter's. He will report back, once he has more information. It's a reasonable expectation that, by the end of 2019, the Authority will know whether they will continue in the gas business. They can then give notice to the current users of when the gas island will be closed.
- WHTM Channel 27 called Jeff to ask about the possibility of mounting a weather camera on the front of the Municipal Office building, at no cost to the Authority. They said it is a non-intrusive type of installation, but the news station would send someone to assess the roof prior to any mounting. The Board is amenable to this; more information to follow.
- Of note, Freddie Mead (local resident) was very pleased about the recent Water Treatment Plant tours, held during Watershed Weekend. Everyone involved thought the day went well & thanked all the staff.
- October 7th—Safety Meeting will be held @ 7:30am in the Maintenance Department.
- Mr. Missimer reported on the Source Water Protection Meeting held at RLMA Offices on September 18th. Discussion was held on the following:
 - Updates were given on the July lightning strike.
 - Recent lead & copper sampling that is completed every 3 years had very favorable results.
 - The North Camp Street project, sewer repair projects & Green Branch projects are all complete.
 - 1,400 new meters have been installed to date.
 - Burrows Lane project discussion was held.

- Red Lion sold 3 rain barrels since the last meeting; Windsor Township sold 18 rain barrels over the past few months.
 - Updates given to Dallastown Yoe Water Authority & Windsor Water Authority on the PFOS/PFOA issue.
 - Discussion on the Northern Water-Milfoil issue at the reservoir & what will be done, how RLMA will handle that.
 - Kipp Allison stated the property next to the Water Treatment Plant has been sold to a Lancaster County Amish family & he's been working with them on the types of permits Windsor Township requires. Kipp was unclear of exactly what they want to do on the property, but the family is aware of the WTP operation. Mr. Missimer said it may be a good idea for them to meet Keith, Jeff, WTP staff and become familiar with the Source Water Protection Plan & other operations.
 - Next Source Water Protection Meeting is November 20th, 2019 @ 6:30pm. Mr. Missimer will contact Windsor Borough to see if they will host; if not, it will be at Windsor Township Offices.
 - Mr. Klinedinst asked about a water bill the resident @ 124 N. Main Street received for over \$800. Keith & Jeff knew of an incident (over a year ago) when the resident dug without placing a PA One Call prior to digging and tore the stop off the Authority's line at the street. He would've been billed for RLMA's employee overtime and to make the repairs, but that was not a recent event. Mr. Klinedinst will ask the resident for more details about the bill.
7. **Approval of bills & statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Herrman seconded. All were in favor; motion carried.
 8. **Authority recessed to Executive Session** @ 8:12p.m. to discuss PUC litigation & personnel issues; Authority reconvened @ 8:52p.m. No action was taken.
 9. **Adjournment**—Mr. Herrman made a motion to adjourn @ 8:52p.m. Motion carried; meeting adjourned.
 10. **The next Red Lion Municipal Authority meeting will be the Budget Meeting held Wednesday, October 23rd @ 6:00p.m. The regular monthly meeting will follow @ 7:00pm.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Budget Meeting Minutes
Wednesday, October 23rd, 2019**

Members

Eric Immel, Chairman
Skip Missimer, Vice-Chairman
Mike Poff, Secretary
Jeff Herrman, Treasurer (arrived @ 6:05pm)
Dennis Klinedinst, Asst. Sec/Treasurer

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Stephanie Weaver
Bob & Tina Frutiger

1. The Budget Meeting was called to order @ 6:00p.m. Everyone participated in the pledge to the flag.
2. **2020 Water & Sewer Budget Discussion**—Keith stated many items on the 2020 Budget will remain the same; only some items will need updated. The following updates were discussed:
 - **Water Budget**
 - Revenue—came in close to what was budgeted, with a slight decrease in sales revenue. Anticipated revenue is holding with exception of projected sales.
 - Expenses—certain expenses were highlighted, such as:
 - **Personnel/Human Resources assessment**—the Board would like to conduct this assessment, looking at standard operating procedures & principles. \$30,000 will be built into the 2020 Water Budget and will be a 75/25 split between the Water/Sewer Budget. Mr. Missimer stated this amount may not rectify major deficiencies, so after the assessment, funds to address any deficiencies could be added to a future budget.
 - **Engineering**—coming in lower than the budgeted amount, due to engineering fees related to construction projects being drawn from Construction Capital.
 - **Legal**—legal fees in 2019 were higher due to litigation issues. 2020 Budget will be based on projected year-end figures & can be adjusted after input from the Solicitor.
 - **Electric**—a new agreement with the carrier allowed for 2019 figures to be lowered & in 2020, this expense can probably be lowered even more. Year-end total cost expected under \$200,000.
 - **Water testing**—2019 Budget was increased due to testing, but as these were non-reoccurring tests, this can probably be lowered for 2020.
 - **Vehicle expense**—Filter plant truck has severe body rust. It's a 2008, one of the newer in the fleet of Authority vehicles, but staff would like to build funds into the 2020 budget for replacement. The Board is agreeable to building a Vehicle Fund into 2020 Budget that can be built upon, continuing to accumulate money that can be used when a vehicle or equipment needs purchased.
 - **Roof repairs**—had obtained a quote of approx. \$20,000 for repair to the Maintenance Building roof, so that would be an increase to the 2020 Budget.
 - **Construction revenue**—Currently, have \$225,000 budgeted but with proposed projects, an extra \$25,000 will be added into 2020.

- **PennVEST loan**—a planned increase in 2020, based on the amortization schedule, requires an extra \$57,000 in 2020 Budget. (2020 will be year 6 of the loan).
- **Other Expense points of discussion:**
 - Health insurance—Keith is showing a 14% increase in Budget; however, this is believed to be high. The general rule of other employees in the fund is 3.2%.
 - Meter replacement project—staff purchased 700 meters in 2019. Keith is planning quarterly purchases in 2020 so excess inventory does not sit in stock.
 - Two factors of the higher 2020 Water Budget are the increased PennVEST interest rate & legal fees. Legal fees are not expected to be as high in 2020 but will be discussed with Solicitor.
 - Of note, “Authority Salary” is listed in the budget; however, Mr. Missimer wanted to clarify this is an expense reimbursement for any expenses incurred throughout the year, not a salary. Jason can make this adjustment.
- Jason calculated a 5% increase to water rates to allow the 2020 Water Budget to balance. The Board agreed this was a good idea.
- **Sewer Budget**
 - Projected year-end sewer revenue is lower than what was budgeted for 2019. Revenue budgeted for 2019 was \$1,241,000; for 2020 will be \$1,205,000. (due to tapping fees received in 2019, not expected in 2020).
 - Expenses—a few were discussed, but not many adjustments are needed:
 - Engineering fees were adjusted slightly for items that weren’t needed.
 - Year-end 2018 cleared \$27,000; projected year-end 2019 to clear \$23,000
 - 2020 Sewer Budget does not reflect a rate increase.
- Discussion was held on the fleet of Authority vehicles including their age, mileage, use, etc. Jason & Keith predict excess funds at the end of 2019; this can be used to purchase a vehicle before year-end, then a Vehicle Fund can be started going forward. The \$37,000 built into a new Vehicle Fund line can be lowered to \$30,000, beginning 2020, to be built on going forward after looking at how to rotate the fleet & replace, as necessary. Keith, Jeff & Jason can continue discussion on this until next month. Mr. Missimer made a motion to purchase a vehicle this year with current funds; Mr. Poff seconded. All were in favor; motion carried.
- It was the consensus of the Board to leave the 2020 Sewer Budget as is with no rate increase & the 2020 Water Budget will reflect a 5% rate increase. The Board will review the drafts presented tonight & get any questions to Keith. Finals will be presented at the November meeting for Board approval.
- 3. **Adjournment**—Mr. Herrman made a motion to adjourn the Budget Meeting @ 6:44p.m. Mr. Poff seconded. All were in favor; motion carried.
- 4. **The next regular Red Lion Municipal Authority meeting will be held Tuesday, November 19th, 2019 @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, October 23rd, 2019**

Members

Eric Immel, Chairman
Skip Missimer, Vice Chairman
Jeff Herrman, Treasurer
Mike Poff, Secretary
Dennis Klinedinst, Asst. Sec/Treasurer

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Andy Miller, Solicitor
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Bob & Tina Frutiger
Stephanie Weaver

1. The meeting was called to order @ 7:00p.m.
2. Mr. Missimer made a motion to approve the August 28th & September 25th, 2019 Meeting Minutes; Mr. Poff seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Keith reported 2.0” rainfall was received since last meeting & usage is up slightly from last year this time. Pumping from Green Branch took place a few times this month.
4. **CONNECTIONS REPORT**—0 new connections this month
5. **VISITORS**—no one to address the Board
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Andy reported:
 - Kaltreider-Benfer Library Subdivision Plans—Andy’s reviewed & revised the cross-access easement & parking agreement for the proposed subdivision. He hasn’t circulated the comments to the Borough & the library yet but will do so. The lot line along the water tower property was corrected to where it should be. He also stated the Borough needs to be listed on the parking agreement because everyone will be sharing the driveway access. The maintenance responsibilities will remain the same; the Borough will keep sole responsibility of this. The Library & Borough should review (& comment, if necessary) on the above documents, then they can be in place when the deed is recorded. Red Lion Planning Commission had tabled the plan because a few Variances were needed. Andy recently received the comments from York County Planning Commission regarding the plan, but he stated they’re more items for the Library to deal with than the Municipal Authority.
 - Requests an Executive Session at the end of tonight’s meeting to update the Board on PUC litigation & Right to Know appeal.
 - Andy reported that most of the legal work on Commonwealth Court & the PUC appeal is complete and there is nothing pending at this time. He believes the Legal Fees in the 2020 Budget can remain as discussed in the Budget Meeting.
 - **Engineer’s Report**—Jason had nothing additional to report; however, Mr. Missimer asked if there is an update for the Spillway Design Flood Analysis. Jason stated DEP expects that the probable maximum precipitation value study should be completed end of October-early November. Indication was that the levels will come in lower.

- **Superintendent's Report**—Keith reported the following:
 - Authority members attending Borough Council:
 - November 4th & 11th—Mike Poff
 - December 2nd & 9th—Eric Immel
 - November 13th—shut offs for delinquent water bills
 - Non-residential sprinkler line review is still ongoing
 - Jeff Beard reported an update on the gas/diesel pumps—He spoke to all the customers that use the Red Lion pumps regarding the plan to remove the pumps, except Dallastown folks. There are many costs associated with keeping the pumps in operation:
 - Hydrostatic testing, required by DEP by 2022, will cost \$3,800-\$4,700.
 - During testing, issues with the boots may be discovered and repairs could cost \$9,500-\$12,000.
 - To update the key system that the Municipal Authority has now could cost upwards of \$30,000.

To remove the pumps may be the cheaper option, in the upper \$20,000's, if there is no contamination. And a DEP-certified contractor must conduct soil sampling, tank disposal, etc. Connie Boyer ran a report based on a proposed gas price increase of \$.05 for 2018 sales and it amounted to \$53.30 gas profit & \$329 diesel profit.

Jeff & Keith don't foresee a problem for RLMA staff to get their gas at Rutter's or Sheetz and Connie will no longer have to invoice the customers for their gas usage. Tank removal will mean less work for RLMA staff.

Keystone has recommended RLMA have the tanks removed by 2021. Since costs for tank removal & all the involved testing hasn't been budgeted for 2020, Mr. Missimer suggested RLMA staff plan to be finished with gas sales by 12/31/2020. This way all involved costs can be built into the 2021 Budget & notice can be sent to all affected customers.

Keith & Jason had freed approx. \$50,000 in the 2020 Budget, so staff could move forward with the removal process in 2020, if the Board wishes. Mr. Immel made a motion to set June 2020 as the deadline for the tank removal; Mr. Missimer seconded. All were in favor; motion carried.

RLMA staff will notify all their gas customers of this deadline.

- Resident who previously spoke to Mr. Klinedinst regarding his water bill is no longer concerned & didn't wish to discuss it further. This issue will be considered resolved.

7. **WATER & SEWER—NEW BUSINESS**—Keith reported:

- There was a change to the 2020 Defined Contribution MMO (Minimum Municipal Obligation) from \$12,100 to \$14,301.
- RLMA received a safety award from Susquehanna Municipal Trust for 2018.
- RLMA staff met with people at the filter plant regarding SCADA & different items. Keith reported staff did not have remote access at the plant for years, but after speaking to another vendor about it, they were able to get remote access on their phones quickly & at a cheaper rate than Sherwin Logan had charged.
- Landmark called Keith today (10/23) & offered to purchase the tower for \$1.279million for a 99-year lease.
- Mr. Missimer stated the next Source Water Protection Meeting will be held on Wednesday, November 20th @ 6:30p.m. at Windsor Borough office.

- Mr. Missimer requested Keith write a letter to Borough Council directing them to appoint Eric Immel to another 5-year term on the Municipal Authority as his present term expires on 12/31/2019.
- 8. **Approval of bills & statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Missimer seconded. All were in favor; motion carried.
- 9. **Authority recessed to Executive Session @ 7:25p.m.** to discuss litigation & personnel issues.
- 10. **Authority reconvened @ 7:51p.m.** No action was taken.
- 11. **Adjournment**—Authority meeting adjourned @ 7:51p.m.
- 12. **Next RLMA Meeting will be held on Tuesday, November 19th, 2019 @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Tuesday, November 19, 2019

Members

Eric Immel, Chairman
Skip Missimer, Vice-Chairman
Jeff Herrman, Treasurer
Mike Poff, Secretary
Dennis Klinedinst, Asst. Sec/Treasurer

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Andy Miller, Solicitor
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Stephanie Weaver

1. The meeting was called to order @ 7:00p.m. All present participated in the pledge to the flag.
2. Mr. Missimer made a motion to approve the October 23rd Budget & Regular Meeting Minutes; Mr. Poff seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—5” of rainfall was received since last meeting. Keith reported they’re still pumping from Beaver Creek, when necessary.
4. **CONNECTIONS REPORT**—4 new connections
5. **VISITORS**—no one to address the Board
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Andy reported:
 - Kalreider-Benfer Library Subdivision Plans—Municipal Authority had proposed to the Borough & the Library that the maintenance remain the same with the Borough maintaining the accesses & parking areas. The Borough responded that the respective landowners oversee the maintenance, snowplowing, etc. of their own properties (after the subdivision) rather than the Borough maintaining everything. There was also a statement of concern regarding overflows from the tank, which Andy asked for clarification on.

In addition to maintenance responsibilities, Mrs. Price stated the Borough doesn’t want the responsibility in the event of another overflow, as had happened last year in which the basement of the Community Building flooded. And she said the cell tower is a zoning issue because it’s a tower larger than would be permitted. If the tower fell or something would fall from it & strike a building, the Borough wants that to be a Municipal Authority responsibility. There’s a fall distance required on the zoning for the tower, but the Zoning Hearing Board granted a Variance for that because the tower was already there. Andy said the tower would be insured by the Municipal Authority & while insurance provisions could be added, this agreement is concerning a cross-easement. It should go without saying that RLMA would have insurance on its towers & physical plans.

Andy contacted Peter Ruth, Solicitor for Kaltreider-Benfer Library to get their perspective on this issue but has not received a response yet.Because the Authority is an owner/applicant on the plan, Mrs. Price requested the Authority give the Library an extension letter on the subdivision plan to allow the Library more time to decide where their building will go & what Variances are needed. Otherwise, action must be taken on the plan by end of February 2020 & it may not happen till then. The Board is not agreeable to an indefinite time extension, but Mr. Missimer made a motion to extend the timeframe on the Variances & the

Subdivision Plan to June 30th, 2020; Mr. Herrman seconded. All were in favor; motion carried.

Mr. Poff stated he doesn't agree with the proposed maintenance responsibilities since the Borough owns the parking lots. The land was the Authority's, but the Authority allowed the Borough to install the parking lots for day care, library & Community Building parking. Mrs. Price said the parking lot is primarily used by the Library; the day care may use it but doesn't own it. She said the agreement states the Borough must maintain all curbs, sidewalks, light fixtures (decorative posts) in that area & they have been doing that & plowing all of this area, but she doesn't feel this is fair and is asking for the language to be revised.

Jeff Beard presented a plan of this area from 2000 when the Borough used CDBG (Community Development Block Grant) money to install the parking lot on Municipal Authority's property. The curbs, sidewalk & decorative lamp posts & storm drains were installed with the grant money. Why wouldn't the Borough be responsible to maintain what they had built with their grant money? Mrs. Price said the Borough will maintain what is on Borough property; the Library & Authority should maintain what is on theirs. She said the current agreement states the Borough will maintain **all** the above-mentioned property, which would include mowing the grass at the water tower which is RLMA property. **This language** is what the Borough would like revised.

Mr. Missimer suggested Mrs. Price & the Borough Solicitor rewrite the agreement to include what they want the Borough to maintain. Andy Miller & RLMA will then review it. Andy said the language of the agreement can be tweaked; as it currently states the parking lot, driveways, sidewalks, lights, light posts & stormwater facilities are the Borough's to maintain. But what Andy now understands is the Borough is willing to maintain the cartway, the curbs, parking lot, the light fixtures & stormwater facilities that were created per the CDBG plan from 2000.

This leaves the Authority responsible for mowing the grass & maintaining the water tower (which is currently done). A sketch plan can be attached to the agreement, once revised. The Borough & Library can determine each entity's responsibilities & create an agreement between them, if they wish.

The Board is agreeable to revising the language of the agreement & Andy working with Mike Craley, as necessary. Andy said this agreement should be resolved & approved prior to the plan getting recorded.

- Requests an Executive Session at the end of this meeting.

- **Engineer's Report**—no report

- **Superintendent's Report**—Keith reported the following:

- Authority members attending Red Lion Borough Work Session & Regular Meetings:
 - December 2nd (Work Session)—Skip Missimer
 - December 9th (Regular)—Eric Immel
 - January 6th & 13th—Jeff Herrman
- December 11th, 2019—water shut offs for unpaid bills
- Gas/diesel pumps—RLMA staff is still gathering information in preparation of discontinuing gas/diesel sales in 2020.
- Eric Immel's reappointment letter for another term on RLMA was given to Borough Council at their November 11th meeting.
- RLMA staff repaired two 6" water main breaks; one on East Prospect St. & one on Winterstown Rd.
- November 20th—Source Water Protection Meeting to be held at Windsor Borough Office @ 6:30pm—Mr. Missimer said some discussion that night will be regarding

the revision of the Source Water Protection Plan, which has not been updated for several years.

7. **WATER AND SEWER—NEW BUSINESS**

- October 29th—annual Safety Meeting was held to discuss & review all safety equipment with employees.
 - October 25th—sewer force main break at Vine Street was repaired.
 - Resolution 2019-2—to adopt the 2020 Water & Sewer Budget—Mr. Missimer made a motion to adopt this Resolution; Mr. Poff seconded. All were in favor; motion carried.
 - Resolution 2019-3—to adopt 2020 Water rates with a 5% increase. Mr. Poff made a motion to adopt this Resolution; Mr. Missimer seconded. All were in favor; motion carried. Keith stated letters regarding the increase have been mailed to all bulk water customers.
 - Resolution 2019-4—to adopt 2020 Sewer rates with no increase. Mr. Herrman made a motion to adopt this Resolution; Mr. Missimer seconded. All were in favor; motion carried.
 - Resolution 2019-5—to adopt Certain Fees for 2020. Mr. Klinedinst made a motion to adopt this Resolution; Mr. Missimer seconded. All were in favor; motion carried.
 - 2020 Chemical Bids have been mailed. Bid opening will be held December 12th @ 10am at the RLMA Maintenance Office.
 - Proposed meeting dates for 2020 will be emailed to everyone. Please let Keith know of any conflicts before the December 17th meeting.
 - Jeff Beard reported on the proposed Channel 27 weather cam installation for the roof of the Municipal Office building. The installer looked at the roof & gave his opinion that the weighted tripod & camera be mounted on a platform with a cushioned mat underneath to help protect the rubber roof. The Board was amenable to moving forward with this.
 - Kristin Sweitzer from Red Lion Recreation asked if RLMA will donate to the New Year's Eve fireworks again this year. Mr. Herrman made a motion to donate \$1,000 to the event; Mr. Immel seconded. All were in favor; motion carried.
 - Mr. Klinedinst asked about a street patch at 506 Cottage Place, done in 2016 that was on a list for repair this year, but not done yet. Jeff Beard said he had to select several street repairs from that list but, while keeping the cost under the bidding threshold of \$11,100, a few streets must wait till next year. One of those was Cottage Place, being that it's not a main thoroughfare or a heavily traveled road. Cottage Place is on the 2020 list for repair.
8. **Approval of bills & statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Poff seconded. All were in favor; motion carried.
9. **Authority recessed** to Executive Session @ 7:45p.m. to discuss litigation.
10. **Authority reconvened** @ 8:35p.m. No action was taken.
11. **Authority adjourned** @ 8:35p.m.
12. **Next RLMA Meeting will be held on Tuesday, December 17th, @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Tuesday, December 17th, 2019**

Members

Eric Immel, Chairman
Mike Poff, Secretary
Jeff Herrman, Treasurer
Dennis Klinedinst, Asst. Sec/Treasurer

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Andy Miller, Solicitor
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Stephanie Weaver
Bob & Tina Frutiger

1. The meeting was called to order @ 7:00p.m. All present participated in the pledge to the flag.
2. Mr. Poff made a motion to approve the November 19th, 2019 Meeting Minutes; Mr. Herrman seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—4.93” of rainfall was received since November’s meeting. Staff is still using Beaver Creek when necessary.
4. **CONNECTIONS REPORT**—3 new connections this month (2-The Paddock; 1-Burrows Rd.)
5. **VISITORS**—no one to address the Board.
6. **BIDS**—The 2020 proposed list of chemicals that were bid was distributed & discussed. RLMA staff listed the low bids in red type & the staff-selected vendors were highlighted.
 - Caustic Soda—awarded to Univar with a bid of \$15,660
 - Liquid Aluminum—awarded to USALCO with a bid of \$22,255.20
 - Potassium Permanganate—awarded to Shannon Chemical Corp with a bid of \$6,302.80
 - Copper Sulfate—awarded to Chemrite, Inc. with a bid of \$4,300
 - Carbon—awarded to Coyne Chemical with a bid of \$1,937.73
 - Sodium Hypo—awarded to Univar with a bid of \$18,905
 - Sodium Bisulfite—awarded to Univar with a bid of \$1,975.80
 - Fluoride Tote—awarded to Univar with a bid of \$7,200
 - Zinc Orthophosphate—awarded to Coyne Chemical with a bid of \$10,788.91
 - Superfloc—awarded to Univar with a bid of \$9,200 (Polydyne, Inc. was the low bidder on this chemical with a bid of \$8,160; however, they didn’t bid the correct item)
 - Of note, Keith stated only one of the above chemicals was more expensive than the 2019 cost; all others remained the same or less.
 - Mr. Poff made a motion to approve the above staff-suggested bids; Mr. Herrman seconded. All were in favor; motion carried.
7. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Andy reported:
 - Revisions to the cross easement for the Kaltreider-Benfer Library’s Subdivision Plans were done based on Borough Council’s meeting comments (reported by Skip Missimer). Jeff Shue had stated at that Council meeting that he has a relatively simple fix/repair in mind for the stormwater issues at the park. Andy suggested RLMA Board allow Jason Reichard to work with Jeff Shue on this. Mr. Klinedinst stated the Borough never agreed to pay for the repair of this. Andy believes the scope of work needs to be determined first, then details of payment responsibility can be figured out.

Mrs. Price spoke of two options for the overflow in that area. 1) a manhole installation, as is on the original plan from 2000, or 2) an overflow in the pipe in the grass area that can be tapped into. The manhole on that plan from 2000 was never installed; Jeff Beard said the Authority installed the grate in the yard close to the tank which ties into the system and this was believed to be able to handle an overflow. From what Jason can remember, he believes this was an arrangement to simplify the construction. It made sense to run the pipe directly into the storm sewer, being that it has a terrific capacity. The problem is when this gets full of leaves, it becomes difficult to handle an overflow. Mr. Klinedinst suggested making another hole in the box so in the event it does get clogged with leaves, there is another way for the water to escape to the pipe.

In an effort to locate the existing line, find a solution in the case of an overflow and work with Borough & RLMA staff, Mr. Herrman made a motion authorizing Jason Reichard to work with Jeff Shue; Mr. Poff seconded. All were in favor; motion carried. A scope of work & estimated cost can be brought back to the RLMA Board in January.

- Andy reviewed the agreement between RLMA & Dallastown-Yoe Water Authority, including comments from Mr. Missimer, Keith & additional comments from himself. Keith can distribute the draft to the Board members for their review & anyone wanting to add any comments can get them to Andy before next month. A final copy will be given to DYWA after that.

- **Engineer's Report**—Jason reported:

- Burrows Road Water Main Interconnect Project—contract specifications & construction drawings were distributed to the Board. Jason reported the line will tie in to the existing blowoff on Burrows Lane. The 6" main will then extend approx. 1,100' to S. Queen Street. An interconnection will also be made on Dove Lane where there is an existing 8" main, then extend toward S. Queen Street, alongside of Rite Aid. Estimated cost of this project is \$325,000 and there are adequate funds in the Construction Fund for the cost. RLMA staff has reviewed the plans & PennDOT permits are being obtained, as South Queen Street is a State road. PennDOT is planning to pave Rt. 74 & be done by Spring of 2020. Jason expects to be done with the above project in time for the State's paving. He plans to have the bids returned to the RLMA Board by their January meeting.

Mr. Poff made a motion to authorize advertising the bids; Mr. Herrman seconded. All were in favor; motion carried.

Jason reported an existing fire hydrant (corner of Queen St/Burrows Lane) that needs to be relocated. Because it falls outside the existing right-of-way, CSD prepared an easement exhibit which was sent to Andy's office for review. Andy has prepared a legal agreement for RLMA staff to present to Rite-Aid for this small piece of property. This existing hydrant will be moved back closer to Rite Aid, further out of the right-of-way & will be connected to an existing hydrant line.

- **Superintendent's Report**—Keith reported:

- Authority members attending Borough Council meetings:
 - January 6th Work Session & January 13th Regular Meeting—Jeff Herrman
 - February 10th Regular Meeting—Mike Poff (no Work Session in February)
- January 15th, 2020—water shut offs for delinquent bills
- February 25th, 2020—Source Water Protection Meeting @ 6:30pm will be held at Red Lion Municipal Office.
- Final Meeting Date list for 2020 has been distributed.

8. **WATER AND SEWER—NEW BUSINESS**—Keith reported the following:

- January 6th, 2020—Safety Meeting will be held @ 7:30a.m. in the Maintenance Building.

9. **OTHER AUTHORITY BUSINESS**—

- Chairman Immel presented Certificates of Appreciation to the following people & thanked them for their service to the Red Lion Municipal Authority:
 - Mike Poff—served on the Board since 2007
 - Jeff Herrman—served on the Board since 2014
 - Dennis Klinedinst—served on the Board since 2019
 - Andy Miller—Solicitor for RLMA since 2004
 - Jason Reichard—Engineer for RLMA since 2009
 - Stacy Myers—Recording Secretary for RLMA since 2007
 - Jeff Beard—Employee since 1977 & current Assistant Superintendent of Red Lion Municipal Authority.
 - Keith Kahwajy—Employee since 1985 & current Superintendent of Red Lion Municipal Authority.
 - Skip Missimer—served on the Board since 2003
 - Eric Immel—served on the Board since 2000
 - Monday, December 23rd—Christmas luncheon for RLMA staff & Board members.
 - Mr. Klinedinst asked about personal property & items that are being stored in the Maintenance Building. Jeff Beard & Jeff Herrman said the items are mostly those from the Historical Society that, when they moved, they no longer had any place to store them. There are printing presses, cigar-making equipment, along with items from Red Lion Jaycees that shouldn't be discarded, but no one had storage to keep them elsewhere. Being that there are many priceless items, Mr. Klinedinst suggested finding a building in town where these items can be shared with the public, like a museum-type setup. He mentioned the buildings at the end of Lancaster Street which are being torn down; perhaps the Borough could obtain grant money (if available) to erect a building at that site to be used as a museum. Jeff Beard said since the Railroad Station has reopened as a museum, some items could be brought there for the public to see, but some items are way too heavy to move & would require special equipment to do so. The Board agreed that it's a good idea to look for a site where these memorabilia could be shared with the public.
 - Channel 27 weather camera has not been installed on the Municipal Office roof yet. Jeff Beard signed & returned the Host Agreement but has not heard anything since then.
10. **Approval of bills & statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Herrman seconded. All were in favor; motion carried.
11. **Adjournment**—With no further business before the Board, Mr. Poff made a motion to adjourn the meeting @ 7:44p.m. Motion carried; meeting adjourned. Chairman Immel wished everyone a very Merry Christmas & a safe, happy new year!
12. **Next RLMA Meeting will be held Wednesday, January 22nd, 2020 @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary