

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, January 26th, 2022**

Members present

Skip Missimer (via Zoom)
Dennis Klinedinst
Chris Minnich
Kelly Henshaw (via Zoom)
Gary LaTulippe

Others present

John Krantz, Superintendent
Jeff Beard, Asst. Superintendent
Cory Dillinger, Solicitor (via Zoom)
Jason Reichard, Engineer (via Zoom)
Stacy Myers, Recording Sec. (Zoom)

Visitors

Dianne Price

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. **Meeting Minutes**—Mr. Minnich made a motion to approve the December 14th, 2021 Meeting Minutes; Mr. Klinedinst seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—0.96” of rainfall was received since last meeting.
4. **CONNECTIONS REPORT**—2 new connections since last month’s meeting (both in Kensington development)
5. **VISITORS**—none to address Board
6. **10-YEAR WATER USAGE REPORT**—distributed for the Board’s review. Mr. Missimer stated this is a valuable tool that shows increased efficiencies of the water system over the past 10 years.
7. **WATER & SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Cory reported the following:
 - **Employee handbook changes**—revisions were distributed for the Board’s review, to be discussed in Executive Session at the end of the meeting.
 - **PA Senate Bill 316**—this bill allocates \$350 million from the State Fiscal Relief Fund that’s authorized through the American Rescue Plan for water, sewer & stormwater assistance grants. RLMA staff/Board has put money into the Repair Fund each year for water & sewer projects, but Cory suggested RLMA create a list of future projects that may come along & that need planned several years in advance. There will be a large amount of these ARP funds that will likely be made available to Authorities through grants & other means in Pennsylvania.
 - **Proposed/Future project list**—
 - Mr. Missimer suggested the Edgewood Tank be added
 - Mr. Klinedinst suggested adding future work on the Fairmount Tank to the list too. Keith Kahwajy had compiled some research on this; John will send it to Jason for his review.
 - Lancaster Street extension—the Borough plans to move forward with this extension project in 2023, so RLMA will install a water main extension at that time. They will follow the Borough’s lead on timing for the project.
 - **Engineer’s Report**—Jason reported the following:
 - **Railroad Lane Sanitary Sewer Manhole Replacement**—
 - Restuccia had completed all items related to their contract; i.e., associated connections, trench backfill, etc. They’ve submitted their 2nd & Final Application for Payment in the amount of \$17,042.93 which Jason & staff concur with. Mr. Minnich made a motion to approve the Restuccia payment of \$17,042.93; Mr. Klinedinst seconded. All were in favor; motion carried.

- Total value of the contract, based on actual quantities is \$57,400.18 compared to the original contract amount of \$63,710.05.
- SWERP, Inc. has completed the installation of the new manhole protective linings. Jason & RLMA staff are satisfied with their work. They submitted their 1st & Final Application for Payment in the amount of \$11,360 which is the actual value of the original contract. Mr. Henshaw made a motion to approve a payment of \$11,360 to SWERP, Inc.; Mr. Minnich seconded. All were in favor; motion carried.
 - **S. Camp Street Water Main Replacement**—Jason had planned to review this on the overhead screen at tonight’s meeting, but since he’s attending via Zoom, he sent a PDF copy with his report for the Board’s review.
 - The proposed plan is to extend the existing water main by beginning at Delta Rd. (Rt. 74) & transfer existing 4” water mains to 6” to ultimately abandon the 4” line. Moving toward Valley Road, approx. 15 services will be replaced & tied onto an existing 6” main running along the shoulder of the road. An 8” main will be extended down to Thomas Arbor Dr. (at the Chatham Creek development) to replace an existing 2” galvanized line in that area. Two interconnections will be completed there.
 - Contract specs are in place for this project & plans are complete. Jason estimates the project in the range of \$525,000, \$565,000 including contingency.
 - Jason is requesting authorization to advertise bids through PennBid for a bid opening & potential award at the February 23rd meeting. Mr. Henshaw made a motion to authorize moving forward with advertising for bids; Mr. Minnich seconded. All were in favor; motion carried.
 - **Kensington Land Development**—nothing further to report at this time
 - **ALDI, Inc. LDP**—Jason’s office is reviewing the LDP that proposes a water main extension along the northern side of Cape Horn Rd. His office will work to resolve some outstanding comments on the plan along with the Developer’s Engineer.
 - **Lancaster Street Water Main Extension**—as stated above, the Authority will follow the Borough’s lead on this as they’re proposing to possibly extend the street as a 2023 project.
 - **Superintendent’s Report**—John reported the following:
 - **February 16th, 2022**—shutoffs for delinquent water bills
 - **Edgewood Tank discussion**—a proposal was received today from Entech. John will distribute to Board members who are not present tonight so the Board can review until the February meeting.
 - **EmGovPower update**—the payroll portion of the utility billing program is now complete; work is still being done on the Accounts Payable portion.
 - **3-Stages Advisory**—is working to create a more modern system using ACH payments rather than cutting checks. ACH is a faster, more secure way to pay bills especially those recurring expenses that are basically the same each month. The Board will still be able to review the payment list of expenses. 3-Stages is also proposing the M & T Bank accounts be separated into 1 for Sewer & 1 for Water, as currently they’re combined. Separate accounts will be less confusing & easier to view.
- John will have a report of payments next month for the Board’s review.

Cory had spoken to Andy Miller about transitioning to ACH payments. Andy suggested passing a Resolution that delegates authority to those performing ACH payments. Cory or Andy will have the draft Resolution at February's meeting. The Board was favorable with transitioning as many of the payments as possible to an ACH method rather than cutting checks.

Mr. LaTulippe made a motion to implement ACH payments as quickly as possible to be followed by a Resolution; Mr. Klinedinst seconded. All were in favor; motion carried.

- **Execution of 2022 Chemical Contracts**—John has a correction related to the chemical contract, as he previously reported Univar won the contract for Superfloc (polymer) but Coyne Chemical actually won that bid. After Coyne was awarded the bid, they stated they would be unable to supply that product. They could provide a similar product, but Brad wanted to stay with Superfloc. The next lowest bidder of Superfloc was Atlantic Coast Polymer & they have agreed to honor their original bid price of \$187/cwt. John suggested sending a letter to Coyne stating they shouldn't bid on a chemical they can't provide, especially as volatile as the chemical market is right now.
- **Beaver Creek Pump rebuild**—A.C. Schulte had removed the upper portion of the pump to rebuild it, but when it was returned, there were issues with tolerance. This required them to remove the lower portion of the pump for modifications. It was installed today & was pumping very well; however, it was leaking. Brad believed the leak was caused by the wrong bolt being installed. Brad will repair & let Schulte know.
- **Annual Safety Inspection Report** for the Cabin Creek Dam was submitted to DEP by C.S. Davidson. The DEP rep is to visit in Spring to recommend any future maintenance that he believes necessary.
- **Appointment of Gary LaTulippe**—Red Lion Borough Council has appointed Mr. LaTulippe to the Red Lion Municipal Authority for a 5-year term.
- **Verizon request for equipment changes**—Verizon would like to make minor changes to their antennas on the monopole at Fairmount Park. Andy suggested CSD review the request because, as John stated the equipment is getting heavier, not lighter, so someone should review the capacity of the pole to support the antennas. John suggested the Board also have Andy review industry standards to ensure we're getting the proper rent from Verizon.
- **Red Lion School District** currently stores equipment inside the building at the monopole at no cost. Cory or Andy can review the agreement with the school district & report back for Board discussion on rental fee. Brandon (new user offering internet) should be approached about the plan for his business and whether or not his equipment should remain on the monopole too.
- **DEP inspected the WTP on January 12th, 13th & 14th**—a few issues came up during inspection, the biggest being the turbidimeters that DEP stated are outdated & can no longer be serviced. Hach quoted a total of \$39,084.38 to replace the current turbidimeters, controllers + a warranty/service agreement. At DEP's meeting in the Spring, we can discuss what timeframe they're looking for to resolve these issues. Some other issues mentioned in DEP's visit were:
 - Need secondary containment for potassium permanganate feed
 - Need to use food-grade grease (more expensive)
 - Filter bed core sampling is required (one-time fee of \$150)
 - Calibrating turbidimeters within a certain period of time (every 90 days)
 - SCADA system needs a new laptop (prices will be gathered prior to February meeting) as the old laptop is antiquated.

- **Smoke/fire detection**—quotes were received to install this detection in the Maintenance building at 1 N. Church Street, as suggested by RLMA’s insurance company. Two quotes were received; John is expecting a 3rd quote, but hadn’t received it to date:
 - Electronic Systems Installers quoted \$19,987 + \$800 annual inspection fee.
 - Monitronics quoted \$41,058.52 + a monthly monitoring/repair fee of \$184.50.
 - If installed, the insurance company (Selective) said a discount of \$400/year would be received on RLMA’s insurance. If the Board wants to move forward with one of the above proposals, it would be sent to Selective for their review/approval.
 - Mr. Klinedinst made a motion to table the decision on smoke/fire detection for the Maintenance Building until February’s meeting; Mr. Minnich seconded. All were in favor; motion carried. John will let Selective know that he’s waiting on a 3rd quote & will request that ESI & Monitronics state via email that the above quotes are good, at least until the February 23rd RLMA meeting.
 - **LIHWAP**—“Low Income Household Water Assistance Program” is a temporary emergency program to help low-income families pay overdue water & sewer bills. Jeff Beard said there are typically 50-70 shut offs each month, most of which pay the extra \$50 to reconnect water service. All of those 50-70 customers aren’t low-income, so they wouldn’t qualify for this program. John also stated, in order to qualify for this program, a resident must be in arrears of their payments, but Red Lion doesn’t allow customers to become in arrears. If they become delinquent, they get their water shut off. The Board feels getting involved in this program may be a waste of time, as it doesn’t relate to RLMA’s practices involving delinquent water bills.
 - **Source Water Protection Meeting**—next meeting is tentatively scheduled for April 6th, 2022 @ 6:30p.m. at the Red Lion Municipal Authority Conference Room.
 - **RLMA held a Safety Meeting** on January 10th, 2022. Of note, a fan was purchased for ventilation purposes & will be installed in the garage bay (in Maintenance bldg.)
 - **Chapter 94 Report** was submitted to C.S. Davidson on January 11th, 2022.
8. **WATER & SEWER—NEW BUSINESS**
- **Election of Officers**
 - **Chairman**—Mr. Henshaw nominated Skip Missimer for Chairman. No other nominations were heard. Vote was 4-1 (Klinedinst opposing). Skip Missimer is the new RLMA Chairman.
 - **Vice Chairman**—Mr. Missimer nominated Kelly Henshaw for Vice Chairman. Mr. Minnich nominated Dennis Klinedinst. Vote for Henshaw was 2-3 (Minnich, Klinedinst, LaTulippe opposing) Vote for Klinedinst was 3-2 (Missimer, Henshaw opposing). Dennis Klinedinst is the new RLMA Vice Chairman.
 - **Secretary**—Mr. Minnich nominated Kelly Henshaw for Secretary. Vote was all in favor, 5-0.
 - **Treasurer**—Mr. Missimer nominated Chris Minnich for Treasurer. Mr. Minnich declined. Mr. Henshaw nominated Gary LaTulippe for Treasurer. Vote was all in favor, 5-0.

- **Asst. Secretary/Treasurer**—Mr. Minnich will remain RLMA’s Assistant Sec/Treasurer for 2022.
 - **Consulting Engineer for 2022**—a letter of interest was received from C.S. Davidson stating they are willing to continue as RLMA Engineer for 2022. Mr. Missimer made a motion to reappoint C.S. Davidson as Consulting Engineer for 2022; Mr. LaTulippe seconded. All were in favor; motion carried.
 - **Solicitor for 2022**—Mr. Missimer made a motion to reappoint MPL Law Firm as RLMA Solicitor for 2022; Mr. Henshaw seconded. All were in favor; motion carried.
 - **Auditor for 2022**—Mr. Henshaw made a motion to continue using Hamilton & Musser as RLMA Auditors for 2022; Mr. LaTulippe seconded. All were in favor; motion carried.
 - **Financial Disclosure Statements** were distributed to Board members. Those need to be completed & returned by May 1st, 2022.
9. **Approval of bills & statements**—Mr. Minnich made a motion to approve the bills & statements; Mr. LaTulippe seconded. All were in favor; motion carried with Mr. Henshaw abstaining.
 10. **Authority recessed to Executive Session** @ 8:30p.m.
 11. **Authority reconvened** @ 9:11p.m. No action was taken.
 12. **Adjournment**—Authority adjourned their meeting @ 9:12p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, February 23rd, 2022

Members present

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

Others present

John Krantz, Superintendent
Jeff Beard, Asst. Superintendent
Cory Dillinger, Solicitor
Jason Reichard, Engineer (via Zoom)
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Mike Poff
Bob & Tina Frutiger

1. The meeting was called to order @ 7:00p.m., followed by the pledge to the flag.
2. **Review & approval of tonight's agenda**—Mr. Missimer stated two items/revisions need to be added to tonight's agenda:
 - Review bids & award contract for the South Camp Street Water Main Replacement Project
 - Review quotes for the installation of the fire & smoke detection system in the Maintenance Building & if desired, award the contract.With the two additions, Mr. Klinedinst made a motion to approve tonight's Meeting Agenda; Mr. Minnich seconded. All were in favor; motion carried.
3. **Approval of Meeting Minutes**—Mr. Henshaw made a motion to approve the January 26th, 2022 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
4. **WATER USAGE & CONNECTIONS REPORT**—Historically, the information for these two reports is compiled the day the meeting agenda is completed, but that leaves several days' worth of data left in the month that is unknown until next month's meeting. To simplify things & to keep the data organized, Mr. Missimer suggested the entire previous month's data be reported at the following month's meeting. For example, February's data will be reported at the March RLMA Meeting & so on. The Board agreed.
5. **VISITORS**—At this time, Mr. Missimer presented Michael Poff with a Certificate of Appreciation for his years of dedication to the Red Lion Municipal Authority from 2007-2021. Mr. Missimer said it was a pleasure to work with Mr. Poff & the Board and staff (past & present) appreciates all his time & work toward the good of the Authority.
6. **WATER & SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Cory Dillinger reported:
 - **Cell Tower Lease/Rates**—Cory & Andy researched similar industry's to compare to RLMA's rates & found Red Lion's rates are competitive. Many of the rates are geographic-specific & Red Lion sits in a nice, high area which can be more valuable. The average is approx. \$1,300/month and Red Lion currently charges Verizon \$2,098/month.
 - **The rental space & lease** for Red Lion School District was also reviewed. Cory stated the lease was created on 3/5/2021 & is good for two years at a rate of \$100/year.
 - **Resolution for ACH payments**—Cory presented a draft Resolution the Board can adopt next month, after their review/approval. John will send a list of vendors to Cory that 3-Stages Advisory plans to set up for ACH payments. Mr. Missimer suggested including a "catchall" general provision in the Resolution for some general purchases/invoices that may occur from time to time.

- **AT & T sent RLMA a letter** concerning their cell tower lease. Cory stated it was a generic letter that is sent to all AT & T customers by a 3rd party stating AT & T wants to renegotiate the terms of the lease, with a time limit in which to respond. RLMA has received these letters before & after talking to Andy, Cory said no response will be sent to this letter either.
- **PA DEP is preparing a proposal** for public comment regarding the chemicals PFOS & PFAS in public drinking water. The proposal is cited to appear in Pennsylvania Bulletin on February 26, 2022, with public comment due April 27th, 2022. As Andy or Cory learn more, they will report to RLMA. Mr. Missimer reported that, a couple years ago, all data Red Lion had regarding these two chemicals was researched & it was found both chemicals were undetectable in the drinking water. RLMA must complete the required sampling, but this is not an issue of concern.
- **Engineer's Report**—Jason Reichard reported:
 - **South Camp Street Water Main Replacement Project**—two bids were received:
 - Barrasso Excavation, Inc.--\$445,817
 - T & N Excavating (Etters)--\$700,000,743.07
 Jason said it's obvious that T & N had miscalculated their bid tabulation, so their bid will be dismissed.
 Jason had estimated a project cost of \$525,000 so he & RLMA staff feel Barrasso's bid of \$445,817 is very fair. Jason, John & Jeff have learned from other bidders & pipe suppliers there is a delay for receiving pipe (ductile iron) at this time, possibly 6-8 months. This will be discussed with Barrasso; Jason said they may have some in their inventory as they have not expressed concern about pipe availability.
 There's no provision for an escalator clause in the contract, so once it's awarded, it's done so at the bid values presented. Jason believes most of the field work could be completed within a month, so if it takes until Fall to receive the pipe, a provision for paving could be pushed until the following Spring (2023). The paving material will withstand winter weather.
 Mr. Henshaw made a motion to accept Barrasso Excavation's bid of \$445,817; Mr. Klinedinst seconded. All were in favor; motion carried.
 - **Laurel Vistas/Phase 2**—a request was received for a public improvement financial security reduction in the amount of \$50,935.50. This amount covered all the water infrastructure installed in LV Phase 2 & that work has been completed & the system functional for some time. RLMA staff have inspected the work & concur with the request.
 Mr. LaTulippe made a motion to approve the security/bond reduction in the amount of \$50,935.50 to bring the remaining balance to \$0; Mr. Minnich seconded. All were in favor; motion carried.
 - **Lancaster Street extension**—Mrs. Price received notice from Kevin Eck that the Borough should reapply for the multimodal grant monies to fund the Borough's plan to connect these streets. She said while the project is on the radar for the Borough, it's probably two years out for a start date, as there's a lot of permitting & paperwork that needs completed first.
 No water connections are necessary for the area, but Mr. Missimer asked if the Borough can include the cost for the water main extension when applying for the grant monies. Mrs. Price agreed, stating the application isn't due until July 2022 so she will meet with John closer to time. It's a matching grant, Mrs. Price believes it's 70/30. More on this as it progresses.
- **Chairman's Items of Discussion**
 - **Discussion of 2022 Priority List**—Mr. Missimer proposed four priority projects for 2022 which he had sent to Board members last month for their review:

- Transition to an improved front-office operation
 - Design & fund the new Edgewood Water Tank
 - Revise & simplify current vacation policy
 - Review & revise the Source Water Protection Plan
- **Front Office Operations**—since Connie Boyer’s retirement, John & Lori are spending a lot of time transitioning payroll & accounts payable operations to a manageable system. 3-Stages Advisory were hired to make the conversion from the access program where all the information is stored. Empower.gov was hired years ago for this type of work & while they did a fine job on accounts receivable, there has been a huge delay in getting the computer program completed for accounts payable & payroll. Andy Miller had sent a letter to Empower.gov requesting a timeframe of when their work would be completed. Empower.gov’s response was that payroll would be completed by February 2022; however, the program is riddled with problems & Empower.gov employees aren’t coordinating with 3-Stages employees to resolve the issues. It’s slowly improving, but this is consuming a lot of John’s time when he has other things his job requires. John learned of a user-friendly program called MDX that can be used for payroll, as well as tax preparation and it’s fairly inexpensive. Rather than continuing with Empower.gov for accounts payable (which isn’t completed yet), John suggested going with another company for those operations & staying with Empower.gov for accounts receivable which is complete. The Borough uses QuickBooks for accounting purposes & payroll & has found it very user-friendly. Mr. Missimer suggested a committee, consisting of himself, Mr. LaTulippe, John & Lori to study the issues at hand, determine what is needed & then report back to the Board with recommendations. Research can also be done on how to get more customers to pay via ACH or obtaining a better credit card system.
- **Edgewood Tank proposal**—Entech submitted a proposal of \$97,000 that includes the cost of design, permitting, & bidding services. The proposal does not include the cost of the tank itself. The proposal states Entech will secure the Water Quality Report; however, the fees associated with the permit are excluded from the proposal. Jason said this is a time & materials proposal, so the Board may want to include a stipulation in the motion that any exceedance of the \$97,000 would need to come before the Board for approval prior to moving forward. Mr. Henshaw made a motion to approve the proposal & to award the work to Entech for \$97,000 not to be exceeded without prior authorization from the RLMA Board; Mr. Minnich seconded. All were in favor; motion carried.
- **Revisions to the Source Water Protection Plan**—Mr. Missimer will do most of this work with the Committee. It’s not a lot of work; however, this would be the first big revision in approx. 20 years.
- **Other items of interest**
 - Mr. Missimer & John Krantz attended Dallastown-Yoe’s Authority meeting on February 9th & Windsor’s Water & Sewer meeting on February 21st. This was the first time that John met everyone at these two entities & good discussions came out of both meetings.
 - John created an Organizational Chart for RLMA showing the “chain of command” with John reporting to the Board, Jeff Beard reporting to John. Under John & Jeff there are 3 branches of operations—the office branch, collections & distributions system (water & sewer), & operations (water) branch.

- **Superintendent's Report**—John & Jeff reported the following:
 - **Water leaks** were repaired at Henrietta & Charles Street and also at Kendale East where a repair clamp was needed & replaced.
 - **Authority vehicles**—
 - Kubota utility vehicle at the plant was rolled over again (2nd time). Brad & Chad agreed that the Kubota can be repaired & kept at the plant, to be used only by the two of them, not the other operators. John will get this in writing. Jeff said, when it rolled over, the door & bed got bent & the glass shattered. The price for a new door is \$2,200, but Jeff believes it can be repaired in-house for under \$1,000, along with straightening the bed. If it can be fixed in-house, the Board is amenable to doing so & not reporting it to insurance.
 - 1996 Explorer that was used for errands around town will no longer pass inspection without repairs due to rust. It can be used **onsite** at the Filter Plant.
 - John is able to use the Subaru; however, he lives so close to work that he hasn't used it that much. The office staff uses it to run to the bank & post office. The other Subaru is used for weekly water testing & meter reading, so there's no shortage of vehicles at this time.
 - The 1988 Chevy pickup will need to be replaced eventually & money was budgeted for a replacement this year; however, it just passed inspection. With the current cost of vehicles, John said prices can be reviewed through the State contract & the purchase could possibly be pushed to 2023. After the Chevy is replaced, the oldest Authority vehicle will be a 2001 Ford.
 - **Beaver Creek Pump rebuild**—Brad had some issues with alignment, corroded bolts & a damaged coupling. He contacted A.C. Schultes, who responded right away & corrected the problems. Brad said it's running great.
 - **Red Lion Borough Council** requested the use of the Authority's generator for Suds 'n' Song. In the past, RLMA charged the Borough a \$1 rental fee to formalize the rental agreement & limit the Authority's liability. The Borough has rental coverage that lists this equipment.
Mr. Minnich made a motion to rent the generator to Red Lion Borough for \$1 for the Suds 'n' Song event; Mr. Henshaw seconded. All were in favor; motion carried. John will draft a letter of this agreement.
 - **Kamstrup Meter Installation**—John submitted a report of the progress. As of 2/15/2022, staff has installed 2,544 Kamstrup meters in the distribution system. Currently there are 601 Kamstrup meters in stock. 3,555 meters still need to be installed. This program was put on hold due to COVID; however, John & Jeff expect to have all the meters installed by February 2025, barring any further restrictions. John will give the Board quarterly updates on this program.
 - **Shut offs** for unpaid bills will be March 16th, 2022.
7. **WATER & SEWER—NEW BUSINESS**—John reported:
- **Review/discuss Verizon's request for Consent for Cell Tower Modification**—MPL reviewed this & determined it's okay for RLMA staff to sign the consent agreement & send to those making the modification. Mr. Henshaw made a motion authorizing John Krantz to sign the Request for Consent; Mr. Minnich seconded. All were in favor; motion carried.
 - **Rexroth Industrial Park**—Jeff sent a letter to Glenn Rexroth stating RLMA does have sewer & water capacity to serve the Leverwood Knifeworks building expansion being proposed.
 - **Annual Source Water Protection Program Update**—this has been submitted to PA DEP, who was very satisfied.

- **Fire Detection for the Maintenance Building**—John distributed two quotes last month & he obtained three more this month which he distributed to the Board. He said Blosser & ESI are both local companies & he and Jeff were impressed with both.
After discussion, Mr. Henshaw made a motion to accept the contract with ESI for fire detection equipment & installation for \$19,987 (& a monitoring fee of no more than \$30/month & an annual fee of \$800) after approval is obtained from the Authority's insurance company & to authorize John Krantz to negotiate a favorable contract & term; Mr. Minnich seconded. All were in favor; motion carried.
 - **March 2nd meeting @ 10am**—DEP will hold an exit meeting for the Filter Plant Performance Evaluation in the Municipal Office meeting room.
 - **Flushing the water distribution system**—tentatively scheduled for April 11th, 2022.
 - **CSDatum program**—John met with Mrs. Price about sharing the Borough & Authority programs. John & Jeff would have access to the Borough's and Mrs. Price & Brett Patterson would have access to the Authority's. This would be read-only access, no one would have the ability to change anything in each other's program.
8. **Review & approve bills**—Mr. Minnich made a motion to approve the bills; Mr. LaTulippe seconded. All were in favor; motion carried.
 9. **Authority recessed to Executive Session @ 8:42p.m.** to discuss personnel & legal matters.
 10. **Authority reconvened @ 9:18pm.** No action was taken in Executive Session or in the meeting after the Board reconvened.
 11. **Adjournment**—Authority adjourned @ 9:18p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary

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Visitors

Dianne Price
Bob & Tina Frutiger

1. The meeting was called to order at 7:00p.m. followed by the pledge to the flag.
2. **Review & approval of tonight's agenda**—As there was nothing additional to add, Mr. Minnich made a motion to approve tonight's agenda as presented; Mr. LaTulippe seconded. All were in favor; motion carried.
3. **Approval of Meeting Minutes**—Mr. Henshaw made a motion to accept the February 23rd, 2022 Meeting Minutes as presented; Mr. Minnich seconded. All were in favor; motion carried.
4. **WATER USAGE REPORT**—4.05" of rainfall was received since last meeting. Reminder, these reports are for one complete month only.
5. **CONNECTIONS REPORT**—5 new connections were made since last meeting.
6. **VISITORS/PUBLIC COMMENT**—no one to address the Board
7. **WATER & SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Cory Dillinger reported:
 - **Resolution 2022-1**—to authorize ACH (Automated Clearing House) payments of certain regular & reoccurring expenses. Cory added language to provide a "catchall" for miscellaneous expenses.
Mr. Minnich made a motion to adopt Resolution 2022-1; Mr. LaTulippe seconded. All were in favor; motion carried.
 - **An Executive Session** is needed at the end of the meeting to continue discussion about PTO
 - **Cell Tower Lease/Structural Analysis**—John & Cory have been working on this for some of the cell tower modifications. MPL has signed off on both the AT & T & Dish Wireless structural analysis report. Andy & Cory are currently redlining the Dish Wireless Lease. Once the draft is done, it will be returned to Dish Wireless, probably in a week or so.
 - ALDI Water Main Extension Agreement—MPL received the utility plan from Dynamic Engineering & Andy & Cory are putting together a draft agreement.
 - **Engineer's Report**—Jason Reichard reported:
 - **S. Camp Street Water Main Replacement Project**—the notice of award has been issued & the signed contract agreements have been received from Barrasso Excavating. Barrasso's material supplier estimates the ductile iron piping to be delivered within 2½ months once the shop drawings are approved & received. This timeframe is better than expected so Jason foresees the project getting completed by end of summer.
 - **Along the lines of timing**--after the last meeting, Mr. Missimer asked Jason about the timeframe on projects, i.e., advertisement of bids, awarding of bids, etc. based on the new Sunshine Law requirements for agenda items. Typically, meeting agendas &

related information is sent to Board members by the Friday before the meeting. Going forward, Mr. Missimer requested Jason rearrange the scheduling of projects & like items, so it's not received a day or two before the meeting. That way the agenda won't need to be amended the night of the meeting.

Jason distributed a calendar showing a 3-month process involving the S. Camp Street project beginning at the February (Feb. 23rd) RLMA meeting with a request to advertise for bids. The advertisement gets sent to the paper within a day or two from the meeting, but 3 days' notice is required before it will be published. That takes us to end of February-1st week of March.

Municipalities' Planning Act says you must advertise for a minimum of 10 days in a public publication or have it posted prior to opening bids which, in this case, would've been March 9th. Jason said 10 days isn't an adequate amount of time for a contractor to put a bid together, so he likes to allow at least 3 weeks for that to happen, which would've been March 22nd, the day before RLMA's meeting.

Bids are opened that morning, are reviewed & Jason is bringing the information to the meeting the next night for a bid award. This would need to be done earlier in light of the Sunshine Act requirements. When authorization to advertise bids is given at one meeting, it will be known that the Board will have bids to review & possibly award at their next meeting, which is adequate time since, once a bid is opened, we have 60 days to award the contract.

The paperwork & contract documents are prepared after award & the contractor has 15 days' to return a signed contract which is then sent to RLMA. The standard contract states the work will begin within 30 days of the contract being signed.

This whole process fills approx. 3 months. If the bid tabulation was moved up, it only gives 2 weeks for the contractors to put a bid together which is not enough sometimes. Jason said an extra month may need to be built into the timeline. This may allow more interest from contractors & more bids to be received.

Mr. Klinedinst suggested getting bids & projects prepared earlier in the year because many contractors have their year/projects scheduled. That early planning may allow for more bidders.

Milestones may be added to a contract as well, which would allow contractors the flexibility to work that job into their own schedule. If we allow for more flexibility, the project may get done faster, thereby not tying up travel time for motorists. All of this can be discussed prior to the next project.

- **ALDI, Inc. Land Development Plan**—Jason thought this plan would come before the Board next month; however, Jeff Beard said the project has already gone out for bid. More on this as it's learned.
- **Superintendent's Report**—John Krantz reported:
 - Pricing was obtained from Envirep to replace the pumps & a retrofitted control panel at the Country Club Pumping Station. Cost for just the control panel was \$42,000. John contacted Heim Electric, who quoted approx. \$20,000 to rebuild the control panel & use all new components. Heim is to come onsite & by next meeting, John hopes to have more firm pricing. John believes the pump replacement costs from Envirep were good prices, but we may be able to save money on a rebuilt control panel.
 - Retirement Class for Life Insurance—Connie Boyer had established this prior to her retirement. RLMA received a bill for the insurance which is \$2.93/month. Mrs. Price stated the Retirement Class had been in place since the Borough had its own Police Department. She bills the Borough retirees on an annual basis every January for a \$7,500 policy. Annual premium is \$35.16. Mr. Missimer said this is a typical issue

that most employers offer. John said this can be added to the benefits booklet that he's putting together so it's documented.

- Lori Groupe has announced her retirement as of May 12th and she plans to use her remaining vacation time until her official retirement date on June 10th, 2022.
- April 13th, 2022—water shutoffs for delinquent bills
- 3-Stages Advisory update—the Committee (Missimer, LaTulippe) who reviewed the Accounts Payable & Payroll functions of RLMA has suggested 3-Stages switch from EmGovPower to ADP & QuickBooks for these two functions, as EmGovPower's software hasn't been working as promised. RLMA has worked with EmGovPower for 20+ years for Accounts Receivables, so they will continue to do so for that function.

Mr. Minnich made a motion to approve 3-Stages moving forward with ADP & QuickBooks software for payroll, A/P functions & the financial statements. Mr. LaTulippe seconded. All were in favor; motion carried.

John said 3-Stages Advisory will update the contract & resend it as there is an additional \$110/month fee for the ADP payroll software. There's no additional cost for QuickBooks as 3-Stages will absorb that cost into their monthly rate.

Cory Dillinger suggested sending notice to EmGovPower clarifying their scope of work that is related only to Accounts Receivable. John will give notice.

Mr. Missimer suggested researching other vendors other than EmGovPower who may have new technology and/or cheaper rates. This can be discussed further in the future.

Mrs. Price stated that every other month, the finance officers from local municipalities meet to discuss utility billing software & other products. This may be a good point of reference for RLMA & the new Office Manager.

- Edgewood Tank—the proposal with Entech has been signed. John & Jeff discussed what to do with the remaining water as currently the tank is two-thirds full. Kim at Entech said prior to demolition, they will dewater the tank.
- SCADA computer at the Water Treatment Plant—Doceo had a problem backing up the SCADA computer at the WTP. An ethernet cable was unplugged to prevent hacking, but Doceo discouraged that, stating that a backup of the system should be conducted. They brought an appliance to the WTP that, when plugged into the SCADA computer, will upload the information to the internet for backup. This is supposed to prevent hacking but is not 100% assured. Brad & Chad said RLMA staff can perform the backup to a hard drive which can be stored in a fire-safe, offsite location. John suggested Brad & Chad discuss the issue with ACC (SCADA provider) to see if there's an alternative for backing up the system that is not connected to an outside connection. The Board agreed this is a good idea.
- PADEP conducted their exit meeting after the Filter Plant evaluation. The WTP received an overall "satisfactory" performance rating to remove & inactivate waterborne pathogens through optimized filter plant performance. DEP offered comments to continue to produce high-quality water & achieve the highest level of filter plant performance. Brad Sprenkle has addressed some of DEP's comments & will continue to do so. He will also put together some permit amendments which will be sent to Jason for his review.
- John purchased a radiation detector for \$75 to be used to monitor water in the reservoir, the intake & in Beaver Creek to get some baseline data.
- The original copy of the public improvement financial security bond for Laurel Vistas Phase 2 was returned to Keystone Homes. The security was originally posted in the amount of \$50,935.50 and after releasing the bond has a remaining balance of \$0.

- Hamilton & Musser (auditors) began the 2021 Audit on March 8th, 2022. All information that they requested has been provided except for the appraisal values from Industrial Appraisal Company that was conducted on March 14th. John will reach out to them to obtain that report to forward to the auditors. Industrial Appraisal currently conducts this appraisal on an annual basis. Mr. Missimer asked, if there are no major changes to RLMA's capital equipment, is it necessary to conduct the annual appraisal?
Mr. Dillinger will research this. Maybe it could be conducted every 3 years rather than every year. John will also ask Hamilton & Musser about this.
- Flushing of the water distribution system is tentatively scheduled for April 11th, 2022. The Borough has been notified to coordinate their street sweeping prior to flushing.

8. **WATER & SEWER—NEW BUSINESS**

- Access between the Borough & Authority's CS Datum programs is now being shared.
- John has received 100+ resumes for the Office Manager position. John has narrowed it down to approx. 15 applicants. He will conduct telephone interviews in the hopes of narrowing it down to 2-3 candidates that will be asked to in-person interviews prior to making a hire.
- Fire/smoke detection system contract was approved by Selective Insurance Company on March 1st, 2022. Electronic Systems Installers was awarded the contract & began installation on March 15th. The alarm monitoring will be done through AES Mesh Network Radio at a cost of \$30/month. The total cost for this system is \$22,287.
- John received a mediation notice from IBT Teamsters 776 stating he should be contacted by a mediator shortly. Mr. Missimer suggested creating a small committee to assist John in dealing with these personnel issues including the new union contract. They can also assist in addressing the PTO policy, insurance, immunizations, salary reassessment (prior to Budget time), health care benefits (& spousal insurance coverage) & creating a benefits booklet for employees.
Mr. Missimer suggested Mr. Henshaw & Mr. Klinedinst work with John on these personnel issues prior to bringing them back to the Board.
- Review & discussion of Dish Network's proposed Lease Agreement. This is a new contract which Mr. Dillinger has already redlined & is awaiting Andy Miller's redline copy.
- Statement of Financial Interest Forms are due by May 1st, 2022.
- DEP Greenport (website to enter information to the State) was offline for 2 weeks due to technical issues, so RLMA was unable to submit their EDMR by the due date of February 28th. DEP asked John to email the report in the interim, which he did. DEP stated the EDMR can be submitted through the Greenport once it was operational again. That occurred on March 10th & John submitted the report via that system. This was not a violation issue; it was a DEP issue.
- RLMA staff met with DN Tanks, the concrete tank manufacturer that was recommended by Entech. Their rep met onsite with John & Jeff to give information about their tanks and suggested a visit to Coatesville, PA to view one of their more recent projects. There they built two tanks, similar in size to the new proposed Edgewood Tank. The Board agreed this is a good idea. John will gather 3 dates from DN Tanks to pinpoint a good time for a visit.
- John is planning to schedule a tour of the Springettsbury WWTP, if any Board member is interested in attending. He will gather dates & report back.
- NPDES Permit—permit application has been submitted to DEP as the permit expires in April. If DEP doesn't send a new permit prior to the expiration date, we're able to continue operating under the old permit until the new one is received.
- Mr. Missimer thanked Gary LaTulippe for his time & assistance working through the Accounts Payable & Payroll issues. Mr. LaTulippe reported on the current credit card processing system & the contract that was signed in 2016. Although a lot of information

wasn't available from the credit card company, Mr. LaTulippe said, February's credit card fee total was \$325.05. Every credit card payment is charged 2.75% regardless of the type of card the customer uses. In addition, the credit card company charges RLMA a \$50/monthly fee and the customer an additional \$.50¢ if their bill/charge is under \$100. It's unknown where the \$.50¢ goes. For disputed charges, a \$15 fee is charged to RLMA & a \$35 NSF fee charged to the customer for insufficient funds, should they occur. If we want to encourage more customers to pay with credit cards, these additional fees may deter that.

Mr. LaTulippe said there may be better opportunities for a credit card processor but until a few months' of history & charges are completed, it's unknown what advantages are available. There are 3 tiers of cards & fees:

- When a customer pays in person & the card is swiped through a card reader, the least amount of fees is charged.
- When a customer pays via telephone & the credit card number must be "keyed in", a higher rate is charged.
- If information is left out, such as the zip code or CSV number, an even higher rate is charged.

In February, there were 787 credit card sales that totaled approx. \$124,000. On that total, the credit card processor charged \$325.05 in fees that they (processor), not the Authority, collected as revenue. Mr. LaTulippe said this system is out of date & could be improved. He will continue to work with John & RLMA staff on this.

- Source Water Protection Plan meeting will be held Wednesday, April 6th at the Red Lion Municipal Offices.
 - Kaltreider-Benfer Library will begin their renovation/expansion project and plan to be closed from April through end of 2022. In the interim, they plan to open a temporary library in the gymnasium of Windsor Manor Elementary School, where they will store many of their books. Don Dellinger requested that shelving & other materials be kept in available RLMA storage for those 9 months, to which Mr. Missimer agreed, if 1) Library handles all transportation of the materials & 2) there's no liability to RLMA.
 - Mr. Missimer performed John Krantz' 6-month performance evaluation; Mr. Klinedinst reviewed it. A copy is in John's personnel file and the next evaluation will be in September 2022 (after 1 year of employment).
9. **Review & approve bills to be paid**—Mr. Henshaw made a motion to pay the bills; Mr. Minnich seconded. All were in favor; motion carried.
 10. **Authority recessed to Executive Session @ 8:21p.m.** to discuss personnel matters.
 11. **Authority reconvened @ 8:48p.m.** No action was taken.
 12. **Adjournment**—RLMA Meeting adjourned at 8:48p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, April 27th, 2022**

Members present

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

Others present

John Krantz, Superintendent
Cory Dillinger, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Bob & Tina Frutiger
Tom Newman (via Zoom)

1. The meeting was called to order @ 7:00pm, followed by the pledge to the flag.
2. **Review & approval of tonight's agenda**—Mr. Klinedinst made a motion to approve tonight's meeting agenda; Mr. Minnich seconded. All were in favor; motion carried.
3. **Approval of Meeting Minutes**—Mr. Missimer had a minor correction. The 4.05" of rainfall received should've been noted as "recorded in February" rather than "rainfall received since last meeting", as this was the monthly recorded amount for February 2022 only. With this correction, Mr. Henshaw made a motion to approve the March 23rd, 2022 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
4. **WATER USAGE REPORT**—report showed usage has been normal
5. **CONNECTIONS REPORT**—9 new connections
6. **VISITORS**—Tom Newman, PE, from Dynamic Engineering Consultants, PC was present via Zoom to discuss the Aldi/Windsor Township project, proposed along Cape Horn Rd (across from Tractor Supply). Mr. Newman shared a summary scope of work that included a utility plan to review the proposed water main extension along Cape Horn Rd. that involves an 8" water main along the Cape Horn Rd. right-of-way. Near the proposed Aldi driveway is a new fire hydrant as well as a new 8" blowoff assembly for potential future extensions. Internal to the property, the main is proposed to extend down with a blowoff assembly for future development beyond Aldi. There is some discussion with the neighboring property owner regarding possible development on the internal parcel near the proposed Aldi. A terminus is being proposed for the edge of the Aldi property to tie-in future development. The utility plan also showed the terminus (at the rear of the proposed Aldi property) as well as the service lateral tie-off that would extend to a meter pit for both domestic & fire suppression supply for the Aldi store. C.S. Davidson submitted a letter on April 25th, 2022, with a list of requirements. Mr. Newman said some are outstanding & the following must be addressed between Aldi's land use attorney & MPL Law Firm:
 - Financial security must be posted for the improvements of the 8" main extension along Cape Horn Rd.
 - Fire suppression calculations are being prepared by Aldi's Mechanical Engineer to show there will be sufficient water pressure & volume to serve the system.
 - Dedication of the water main extension along Cape Horn Rd. to Red Lion Municipal Authority, after which those lines will be under RLMA's jurisdiction.
 - Providing RLMA an easement on the proposed Aldi property for future maintenance & necessary access.
 - A few other additional minor comments are noted in the review letter that Dynamic Engineering is in a "will comply with" state & they plan to work with CSD to address all outstanding items.

Other items/questions regarding the proposed utility plan:

- Mr. Klinedinst believed there to be a main extending down Cape Horn Rd.; however, Jason Reichard said it doesn't extend the whole way down; it stops at the property line of Rite Aid & further to the southeast (around Vista Drive) the line stops short there as well. The water line comes in from both ends but there is currently a gap. Properties on the other side of Cape Horn Rd. (Tractor Supply, Sheetz) are supplied water off Lombard Rd.
- Mr. Klinedinst wanted to confirm there would be enough pressure to handle the fire suppression system as well as another development on the adjoining parcel. Jason said this pressure zone is more than adequate to handle that at approx. 150psi. The proposed is really just a water main extension, not a service line. Although it's a public line running along Cape Horn Rd., CSD & RLMA are requiring it to be a public line back onto the property for any proposed future development.
- Is it possible for properties on the right-hand side traveling down Cape Horn Rd. (to the proposed Aldi site) to tie into the line, if they wish? Jason stated the main would need to be extended across their frontage in order to provide that connection. Currently, there's no provision allowing those properties to tie on without a physical extension (as per RLMA's rules & regulations, the main must be located within 1000'). This could be a RLMA project in the future, or if the homeowners wish to connect, an arrangement could possibly be made between them & RLMA. After the main is extended up Cape Horn Rd., there may be approx. 500' between the main & the existing properties. Mr. Missimer asked Jason to obtain a rough cost estimate for a main connection project for the RLMA's project list.
- Jason stated, from a technical standpoint, Dynamic Engineering has satisfied the comments on the 4/25/2022 letter, other than a few minor administrative items that should be handled by the Solicitor.

Mr. Klinedinst made a motion to conditionally approve Aldi's Land Development Plan including the public water supply system based on the outstanding conditions on C.S. Davidson's April 25th letter being addressed; Mr. Henshaw seconded. All were in favor; motion carried.

Mr. Newman stated they are nearing completion of the PennDOT Highway Occupancy Permit process in conjunction with the improvements to the Cape Horn Rd. frontage. After PennDOT's recommendation for approval, Dynamic will go back to Windsor Township for a final signoff, then circulate final plans for signature & recording at the County. Mr. Newman expects a possible commencement of this project in a couple months.

7. **WATER & SEWER—OLD BUSINESS**

- **Solicitor's Report**—Cory Dillinger reported:
 - **Dish Wireless Lease & Structural Analysis**—Cory & Andy reviewed the lease sent by Dish & although there was nothing too concerning, Cory said the monthly rent was low & he and Andy have added a higher rate to the agreement.
 - **Aldi Water Main Extension Agreement**—MPL sent a finalized draft of the agreement to Dynamic Engineering.
 - **PENNVEST funding**—to be discussed later tonight.
 - **Annual Reappraisal**—as discussed last month & whether or not an annual appraisal was necessary, Cory contacted Hamilton & Musser who stated, that while the appraisal may not be able to be avoided, it does not need to be done by an independent third party, so that may make it cheaper & faster. This can be discussed the next time this appraisal comes around.
 - **Quantum Accounting** (former 3-Stages Advisory) contract was reviewed & signed off by MPL.
 - **EmGovPower**—MPL sent a letter to EmGovPower memorializing their new scope of work moving forward.

- **Engineer's Report**—Jason Reichard reported:
 - **S. Camp Street Water Main Replacement Project**—CSD issued a notice of award to Barrasso Excavating & all contract agreements have been signed by Barrasso & RLMA. Barrasso has ordered all the materials. A pre-construction meeting has been scheduled for Friday, May 6th @ 8:30am. They plan to start shortly after that meeting (mid-May) & Jason expects the work to take 6-8 weeks to complete,
Letters are typically sent to properties owners requiring lead service lines to be replaced at the time of the water main extension, should any be suspected. John will verify the service lines in the project area & letters will be mailed to put homeowners on notice.
 - **Lancaster Street Water Main Interconnection Project**—Mr. Klinedinst stated Kevin Eck (Stan Saylor's office) told him grant money will be available to the Borough in November 2022. John said we could talk to Kevin to let him know the Authority must make that interconnection & see if grant money is available for that as well. Jason said we already know the scope of work for that project. At a past meeting, it was requested that the Borough include the Authority on that application for this project. Jason will verify this was done, stating that RLMA doesn't qualify for the low-to-moderate income to get water main projects funded, but in the past, RLMA has piggybacked with the Borough.
 - **Springvale Water Main Extension**—project has been completed, but Mr. Klinedinst stated there is a hydrant still bagged in that area. John will contact Windsor Township to see why.
- **Superintendent's Report**—John Krantz reported:
 - A quote of \$13,064 was received from Heim Electric to retrofit the existing control panels at Country Club Pumping Station. This quote (thru Costars) included all new components while using the existing steel cabinet that houses the components. Envirep had quoted \$28,000 more for a new control panel & all new components.
The total quote of \$50,264 includes the \$13,064 to Heim Electric for retrofitting the existing control panel & \$37,200 will be paid to Envirep for their work/materials because we're keeping the Gorman-Rupp pumps & motors but replacing the soft start & all electrical items (contactors, components, etc.)
This upgrade to this Pump Station had been budgeted.
Mr. Henshaw made a motion to accept the proposals from both Heim Electric & Envirep; Mr. Klinedinst seconded. All were in favor; motion carried.
 - The Resolution allowing 3-Stages Advisory (now Quantum Advisory) to process payments for RLMA was approved last month & has now been signed & sealed.
 - May 11th, 2022—shutoffs for delinquent bills (in April there were 46 shutoffs)
 - Water Allocation Permit compliance report was submitted to DEP on April 1st, 2022. John received confirmation of receipt.
 - Source Water Protection Meeting was held April 6th with Mr. Minnich, Mr. Klinedinst, Mr. Missimer & John Krantz in attendance. Kevin Eck from Stan Saylor's office, Emily Neideigh from York County Conservation District & citizen Christopher Paules also attended.
Mr. Missimer said the committee has agreed it needs to revise the SWPP, as it's approx. 15 years old. A lot of the items in the current plan have been done so new goals must be set. He will research the new list of items/goals, one of which is to expand the Steering Committee. Anyone is welcome to join!
YCCD & YCPC can make recommendations on what the Board & Committee work on, as both entities are involved in implementation of the Chesapeake Bay

WIP (Watershed Implementation Plan) so they can make recommendations on what RLMA & other water authorities do in their watersheds.

- The 2021 Chapter 110 Report has been submitted to DEP.
- The EDMR for February 2022 has been submitted to DEP. The January EDMR was unable to be submitted due to DEP's system-wide outage. DEP issued non-compliance notices for those non-submissions; however, they rescinded those violations shortly after because it was their system that was down.
- On March 28th, 2022, RLMA staff was contacted by Pennsylvania DEP Storage Tank Division regarding the underground fuel tank at Greenbranch which powers the generator that runs the pumps that pump water to the Treatment Plant. Their letter listed several non-compliance issues, some of which have been addressed, such as:
 - Requirement to have a Class C (Tank Certification) Operator to conduct a monthly walk-through inspection of the facility & document it, using DEP's template. *Keith Smith & Jeff already had certification & were able to train Brad & Chad.*
 - Physically checking the UST system components at the site.
 - Contacted Keystone Petroleum, as they had conducted the inspection of the tank & at that time, had found some issues that were reported to DEP. DEP now states the issues must be corrected, which include the replacement of the containment pumps & a sensor at a total cost of \$1,954.00. Keystone completed this work last week & will submit the necessary information to DEP which should clear RLMA's non-compliance.
- John submitted the Tier II Report which is an onsite chemical inventory required by Department of Labor & Industry that lists the types of water treatment chemicals & quantities on hand. The report is currently pending approval.
- On 4/21/2022, John ordered a pallet (40-50# bags) of copper sulfate from Coyne Chemical at a cost of \$5,080. Used for algae control at the Cabin Creek Reservoir, no one had bid on this chemical at the time all chemicals were bid. This amount should last 3-6 years, depending on how much algae grows in the Reservoir.
- Mikayla Regan submitted her letter of resignation, effective May 20th, 2022, as a FT (2nd shift) Water Plant Operator.
- On 4/7/2022, John spoke to DEP Water Specialist Karen Unruh regarding multiple violations to RLMA's Water Allocation Permit. The permit was issued in 1981 and is a 50-year permit, expiring in 2031. The permit allows for a combined withdrawal of 3.5million gallons/day from Cabin Creek, Beaver Creek & Greenbranch. DEP states RLMA has been in violation of this permit for all of 2021 by withdrawing more than the 3.5million gallons/day every day of that year. RLMA Board members, staff & Cory Dillinger believe this is a calculation error on DEP's part. DEP is taking the total withdrawal from Cabin Creek (into the WTP) & adding the amount of water withdrawn from Beaver Creek, so the Beaver Creek withdrawal is getting added twice. Ms. Unruh passed on these violations to Shane Cable, DEP Region Representative but has received no response from him to date.

Mr. Missimer said, historically, withdrawals from Beaver Creek were only made when the Cabin Creek Reservoir was low. In this case, the 3.5million gallons/day allowance wouldn't have been exceeded. But the last few years, Chad & Brad changed the operation to include a constant withdrawal from Beaver Creek into Cabin Creek, but even with these daily withdrawals from Beaver into Cabin, Mr.

Missimer doesn't believe the 3.5million limit is being exceeded. He believes it must be a calculation error. Of note, the latter method of a constant withdrawal allows the system to operate much better than switching back & forth & using Beaver Creek only when Cabin Creek is low. Jason believes if Beaver Creek is pumping all the time, it would exceed the 3.5million gallon/day allowance. Cory stated that he & Andy feel the calculation & accounting interpretation should be resolved now with DEP, rather than waiting until something happens. John said, per the Allocation Permit, the conservation discharge back into Beaver Creek (after the dam) is to be metered so DEP knows how much is being put back in. Brad will talk to Control Systems 21 about metering equipment that allows this. Currently, RLMA has flow metering equipment, but it keeps getting struck by lightning. Once this equipment is repaired/in place, a meeting can be arranged between Karen Unruh, Shawn Cable & RLMA staff to come to terms on the permit requirements and/or possibly obtaining a new permit to allow the current pumping schedule, which is best for the plant operation.

- John spoke with Don Dellinger from Kaltreider-Benfer Library, who plans to store some of their materials in the basement of the Maintenance Building until possibly Spring 2023. Don will be in touch when he's ready to move the items.
- The radiation detector for monitoring radiation at the WTP has been received. Of course, there will be some naturally occurring radiation, but Brad will be able to get baseline data so if someone would dump some, it would be known.
- Some of RLMA staff & Board members recently toured American Water Company's DR tanks in Parkesburg, PA. Discussion was held on the tank construction, longevity, different options & low maintenance of the concrete tanks. The tour was very informative & with the current price of steel, the concrete tank is much more price competitive & basically maintenance free.
- Brad Sprenkle hired Joe Kellison as a PT operation for first shift who will potentially start on May 1st, 2022.
- On 4/18/2022, Mr. Missimer & John met with Representative Stan Saylor to discuss potential grant money that may be available to fund various projects. That same day, Mr. Missimer & John met with PENNVEST to discuss grant money & low interest loans that would be available to fund the Edgewood Tank project, as well as some other projects. Mr. Missimer stated PENNVEST has billions of dollars to give away in loans, which may be a great way to fund the items on RLMA's wish list (in addition to grant money that may be obtained):
 - Two-million-gallon Edgewood Tank—engineering cost estimate of \$2.3million
 - Diesel pumps/diesel storage/generators—approx. 30 years ago, when Greenbranch was installed, the Authority researched the cost of running high-voltage electric wires to the Pumpstation to operate the electric pumps but found it would be too expensive. Instead, they installed diesel generators. If we ran electric lines there now, we could eliminate the diesel generators & the fuel tanks. We can also power the Pumpstation with the large portable generator, if necessary. John has contacted Met-Ed to request an estimated cost to run electric to the Greenbranch station.
 - Burying the electric lines at the WTP to prevent storms, ice, wind, etc. from knocking trees into the overhead power lines. In those instances, the backup generator kicks on & Met-Ed is fairly timely with getting the power back on, but if the lines were buried in the road down to the WTP (then down to the WWTP), this wouldn't be a problem. John has requested a cost estimate from Met-Ed to bury these electric lines.

- Dirt & gravel roads all over the WWTP area—after burying the electric lines, it would be much nicer & safer to pave those roads. Jason is to obtain costs for road paving & to install guard rails at certain sections.
- Replacing 1.8 miles of old transite pipe that was installed in 1956 between Beaver Creek & the Water Treatment Plant with ductile iron. Jason to obtain cost estimate for this replacement.

With this project list in mind, Mr. Missimer said Stan Saylor would help RLMA obtain a matching grant that would pay approx. 50% of the Edgewood Tank. Mr. Saylor will also look for other funding opportunities for the other projects.

Mr. Missimer asked the Board if they're interested in starting a loan application with PENNVEST to fund most, if not all the other projects.

Once a single application is submitted to PENNVEST, they determine (based on population, rate structure & several other things) whether they would offer a loan or grant, or a combination of both.

Board members were amenable to the idea of pursuing the PENNVEST loan as they have very attractive interest rates right now, but there's a concern with how this will affect the water rates. There are also other factors that could potentially affect the rates such as union contract/wage negotiations coming up.

RLMA currently owes approx. \$13 million to PENNVEST but that was for sewer; the above projects are strictly for water. Jason & RLMA staff can obtain estimates for the project list, complete a loan application with PENNVEST & create an amortization schedule to get an idea of future revenue & expenses. PENNVEST has two application periods per year. The Board wants to get the application for the Edgewood Tank Project by the August time period.

Mr. Klinedinst suggested contacting a metal scrapper to demolish & haul away the old Edgewood Tank because salvage rates are high right now & there may be interest. John will contact Entech to run this idea past them & then contact the metal scrapper suggested by Mr. Klinedinst.

The Board is all in agreement with moving forward with obtaining the cost estimates of the projects, trying to obtain as much grant money as possible & completing the loan application with PENNVEST for the balance needed.

- Flushing of the water distribution system began April 11th, 2022. RLMA had to postpone flushing for two days due to the Borough's sweeping schedule & the street sweeper breaking down. John reported that there are mats that can be placed over the storm sewer drains to catch debris, stones, etc. during flushing. It will allow the water to go through to the storm drains, but not debris & stones. They're approx. \$150/mat & we could purchase two to use during flushing. The Board is agreeable to purchase two of these mats.
- Brad Sprenkle hired Brett Stermer as the FT Operator, who started training today, 4/27. His expected start date is May 1st, 2022. All new employee paperwork will be completed this week.

8. **WATER & SEWER—NEW BUSINESS**—John Krantz reported the following:

- For years, Higher Information Systems has picked up RLMA's mail, applied postage & mailed it, but as of May 1st, 2022 they will discontinue this service. They recommended RLMA rent a postage meter for \$21.95/month + \$.05 reduction in postage. Office staff can apply necessary postage & mail everything at the same time they're picking up Authority mail.
- Local Union 776 requested a meeting with the mediator to discuss the Collective Bargaining Agreement which will expire on December 31st, 2022. John agreed to the meeting, scheduled for Thursday, May 5th, 2022 @ 1pm in the Municipal Office Meeting Room. The Personnel Committee consisting of Mr. Henshaw & Mr. Klinedinst can

attend; however, Mr. Henshaw will be out of town. Mr. LaTulippe offered to attend the meeting as well as Mr. Missimer.

Currently, there are only 5 employees in the union, those who work on the distribution system. Mr. Missimer stated that, due to inflated costs of everything nowadays, the standard 2½ -3% increase that has been negotiated in the past will no longer be satisfactory. Mr. Henshaw said the current rates that RLMA pays their part-time employees are not competitive or where they should be especially with the current job market. This will all be discussed at budget time.

- Linda Nevers has been hired as the new Office Manager. For the past 3 years, she was employed at Benecon, RLMA's healthcare benefits provider and is a graduate of Consolidated School of Business with a degree in Computerized Office Management. John has planned a "meet & greet" on May 4th @ noon if Board members want to attend & meet Linda. Her start date will be May 9th, 2022.
 - River Rock School installed a new meter pit & meter.
 - ADP, the current payroll company has a module that works in conjunction with the current software & provides human resource services such as tracking PTO time for each employee. Employees will be able to log in, see what time they have available, as well as log their vacation days & personal days ahead of time. They can also clock in & out with the software which also tracks the time an employee spends on projects (water vs. sewer). The system also has the capability to Zoom an HR consultant & offers a template to redo employee handbooks. John has a meeting scheduled to learn more about the system plus involved costs which he will share with Mr. Henshaw & Mr. Klindedinst, once received.
 - Electronic Systems Installers installed the radio transmitters for the fire detection system today, 4/25/2022. So far, it has a good signal & is working great.
 - Statement of Financial Interest forms are due by May 1st, 2022.
9. **Review statements & approve bills to be paid.** The ACH bill list was reviewed. Mr. Henshaw made a motion to approve the bills; Mr. Minnich seconded. All were in favor; motion carried.
10. **Adjournment**—With no further business before the Authority, Mr. Henshaw made a motion to adjourn the meeting @ 8:47p.m. Meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, May 25th, 2022

Members present

Skip Missimer, Chairman
Dennis Klinedinst, Vice Chairman
Kelly Henshaw, Secretary
Chris Minnich, Asst. Sec/Treasurer

Others present

John Krantz, Superintendent
Jeff Beard, Asst. Superintendent
Cory Dillinger, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Bob & Tina Frutiger

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. **Review & approval of tonight's agenda**—Mr. Klinedinst made a motion to approve tonight's meeting agenda; Mr. Henshaw seconded. All were in favor; motion carried.
3. **Approval of Meeting Minutes**—Mr. Klinedinst made a motion to approve the April 27th, 2022 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
4. **Water Usage Report**—usage has been reasonable for this time of year as pool owners have started to fill their swimming pools.
5. **Connections Report**—there were 6 new connections in April
6. **Visitors**—no one to address the Board
7. **Water & Sewer—Old Business**
 - **Solicitor's Report**—Cory Dillinger reported:
 - **ALDI Water Main Extension Agreement**—no update
 - **Mandatory tie-in letters**—MPL reviewed & signed off on the letters to be sent to property owners for ALDI extension
 - **Edgewood Tank/Variance application**—MPL received Entech's application for the necessary Variance for the tank replacement. The application is due to Windsor Township by June 1st, so Cory will revise & return a redlined copy by that date.
 - **Record Retention Policy**—MPL assisted John with some materials related to the Record Retention Policy.
 - **T-Mobile Cell Tower Equipment Replacement**—MPL & John are ensuring the T-Mobile equipment replacement wouldn't disturb other monopole lessees. Mr. Klinedinst wondered if there was a clause in the leases/agreements with these companies holding them responsible should their equipment cause any damage. John also stated that when someone abandons equipment on the tower or when their lease ends, he would like language in future agreements that the lessee is responsible to remove (& haul away) their equipment. Cory doesn't think the older agreements included abandonment clauses, but he & Andy agreed that future agreements will include such clauses & will also include the scope of damages Mr. Klinedinst is referring to.
 - **Engineer's Report**—Jason Reichard reported:
 - **South Camp Street Water Main Replacement**—all shop drawings have been reviewed & approved. A pre-construction meeting was held & went well. There is a delay with receiving certain materials, but Barrasso expects everything to be received to begin the project by 7/25, with 30-45 days to complete. Jeff Beard has already notified the school in the event the project runs into the start of the school year.
 - **Beaver Creek Transmission Main & Cabin Creek Access Drive Improvements**—Jason & RLMA staff reviewed these areas to obtain estimates

which he distributed to the Board as conceptual estimates (there is a 15% contingency on them).

- **Beaver Creek raw water main replacement** (replacing old Transite pipe)-- Two estimates were gathered, for a 12" line and also a 16" line. The original section from Beaver Creek to the Booster Pumpstation had already been upgraded from a 12" line to a 16" (in approx. 1995) but this is being confirmed. There was also a 12" line installed from the plant up to Rexroth's property (Gebhart Rd). Jeff said a portion coming into the plant & one that dumps into the stream is still 12". Jason isn't recommending the last section be upgraded from 12" to 16" but believes it may be cost effective to do so & result in energy savings. It wouldn't mean increasing the volume pumped but pumping the current amount more efficiently.

- **Cabin Creek Access Drive Paving**—pavement is extremely expensive right now. The proposed area is approx. 14' into the main access drive, the whole way down to Cabin Creek, in addition to a 12'-wide section from the WTP to the existing well water pumpstation. There's approx. 900' of guiderail to be installed at various areas + some adjustments to manholes, valves, etc. to be done. The estimate involves 4" of 2A stone as a base, as well as 3" of pavement because of the heavy trucks running on this area. The estimate also includes paving 1400' of township road from Manor Rd. to RLMA property line, which adds approx. \$80,000 to the estimate, but the Township would need to approve this. The Public Works Director doesn't feel the Township would be interested in doing this work just to service two houses. An agreement could possibly be reached with Windsor Township where they maintain the road after RLMA paves it. Jason said there's an agreement in place right now although details would need to be researched and/or rewritten.

When John spoke to Met-Ed about burying electric lines down to the plant, they said they can't bury them along a township road. Maybe Windsor Township would be willing to vacate a portion of the road if RLMA maintains it. Met-Ed is gathering a price to run electric underground from the entrance of Gebhart Road to the entrance of the lane to the WTP & extending back to the plant, but they will not run it along the township road.

In addition, Met-Ed estimates there's approx. 2 ½ miles to get electric to Greenbranch. Pricing for this & also for Gebhart Road should be received by the June RLMA meeting.

The Board suggested John set up an informal meeting with Windsor Township to discuss some ideas.

- **Kensington Land Development Project**—Jason contacted Windsor Township's Engineer, who said there are no new phases approved at this time. There was some E & S work being done on lots that were already approved, but Jason's office is currently waiting for the next phases to come through.
- **ALDI/Interconnection/Main extension to Laurel Vista Drive**—this is quite involved. It's a State road with several utilities (communications, gas, sewer, etc.) and Jason foresees having to restore a paved shoulder which drives up the price of this project. Timeframe for this project is unknown. Jeff suggested making Pasch pay by incorporating the interconnection into what he wants to do with the development of the area. The only problem is Pasch doesn't have road frontage there, so it's unknown if he'll agree to the request, although he is increasing demand for the development there, so it would be to his, as well as RLMA's benefit.

- **Superintendent's Report**—John will submit a written report to the Board each month for their review & will discuss certain items of interest from that report. John stated, going forward, all RLMA meetings will be held via Zoom and in person to accommodate anyone who is ill, out of town, etc. but wanting to attend the meetings.
 - **Gorman Rupp pumps at Country Club Rd. Pumpstation**—this was quoted & approved last month; however, a new quote of \$58,015 was obtained that now includes shipping & a bubbler system. This is \$4,515 more than last month's approved quote.
Mr. Henshaw made a motion to approve the overage of \$4,515; Mr. Minnich seconded. All were in favor; motion carried.
 - **Edgewood Tank/Entech Zoning Variance**—Cory is in the process of reviewing this. John sent a \$500 check to Windsor Township for the Variance application (needed to be received by June 1st). Entech told John all the site work, soil sampling, Variance application, etc. should be covered by the scrap metal from the old tank.
 - **Lancaster Street interconnection**—it was previously discussed to piggyback onto the Borough's grant application for this work. Jason will need to begin working on estimates to extend the water line through the area. Mrs. Price said this is a multimodal grant with a 30% match (minimum) of funds & the Borough's application is already complete, but the cost can be updated once Jason sends her the cost estimate for the Authority's work. Applications are due by end of July.
 - **Electrical service upgrades by Met-Ed**—John will find out the fees associated with the electrical service too, as RLMA will be an intermittent user of electricity, not a continuous user.
 - **Shutoffs for unpaid water bills** will be June 15th, 2022
 - **Control Systems 21** submitted a quote of \$6,812.71 for a new transducer at Beaver Creek. This is the unit that continually gets struck by lightning. Thinking CS21's quote was too expensive, Brad & John asked CS21 about a Hobo Micro RX Water Level Station that would cost \$4,368 & would eliminate the risk of lightning strikes. Mr. Klinedinst made a motion to approve the \$4,368 purchase of the Hobo unit; Mr. Minnich seconded. All were in favor; motion carried.
Once the contract is signed for this system, John can notify DEP of the action that is being taken towards resolving the violation. Once data starts getting gathered, Cory can notify DEP of what's being done.
 - **John attended both the Borough Work Session & regular Council meetings**—he explained to Council about the mats that can be used during flushing to keep debris from running into the storm drains, but RLMA will accommodate the Borough's street sweeping schedule as best they can.
 - **Customer mandatory tie-in letter**—Cory reviewed & approved the language. Going forward, it can be tailored to the situation at hand.
 - **2021 CCR (Consumer Confidence Report)**—this was emailed to Windsor Borough & Dallastown-Yoe Water Authority, as it needs to be delivered to customers by July 1st, 2022. John will send the notification form to DEP, dated 6/1/2022. It will be available on the website for viewing as well as posted at critical locations such as the high school, nursing homes, etc.
 - **Chapter 110 Report for 2021** has been submitted
 - **EDMR for March 2022** has been submitted
 - **John spoke with T-Mobile about equipment modifications at monopole**—future lease agreements will include language that lessees must remove their equipment when they leave. T-Mobile had to remove an abandoned antenna (by York County EMA) in order to install their equipment. They reinstalled it until York County was notified about abandoning it.

- **C.S. Davidson completed a structural analysis** & Cory's office sent a redlined version to Dish Network to which there has been no reply. Dish contacted John recently, wanting to get in the building to look at the conduit. John said they can look at it, but told them nothing can be installed until the lease increase is negotiated.
8. **Water & Sewer—New Business**—John reported:
 - Local Union 776 requested a meeting to discuss the collective bargaining Agreement which will expire on December 31st, 2022. This meeting was held on May 5th in the presence of a mediator. Details will be discussed in Executive Session.
 - As discussed last month, a part-time WTP employee, Joe Kelison was hired; however, he never started with RLMA because of another conflict. Brad Sprenkle interviewed & hired two new part-time employees; Joe Girando (1st shift) & Jerry Hutcheson (3rd shift).
 - 2nd floor office space—once the Borough moves out, what are RLMA's ideas to utilize that space? Mrs. Price said, due to a delay of materials for the Borough's new office renovations, Borough staff will remain in the 2nd floor RLMA offices at least until the end of 2022. She hopes they will be ready to move to their new offices sometime in 2023. RLMA will advertise the 2nd floor space & see if anyone is interested.
 - Mr. Missimer reported on communication received from Stan Saylor's office about RLMA applying for a Local Share Account Grant. Two applications & supplemental information is required through the DCED website. The Board is agreeable to moving forward with applying for these grant funds. The next application period opens July 1st, 2022.
 9. **Review statements & approve bills**—Mr. Henshaw made a motion to approve the bills as presented; Mr. Minnich seconded. All were in favor; motion carried.
 10. **Authority recessed to Executive Session @ 8:17pm** to discuss personnel issues.
 11. **Authority reconvened @ 9:30pm**. No action was taken.
 12. **RLMA adjourned their meeting at 9:30pm**

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, June 22nd, 2022

Members present

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

Others present

John Krantz, Superintendent
Cory Dillinger, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Bob & Tina Frutiger

1. The meeting was called to order @ 7:00pm followed by the pledge to the flag.
2. **Review/approval of the meeting agenda**—Mr. Minnich made a motion to approve tonight's meeting agenda; Mr. Henshaw seconded. All were in favor; motion carried.
3. **Approval of meeting minutes**—Mr. Missimer suggested one amendment, under "Solicitor's Report" bullet point #5 regarding the T-Mobile Cell Tower Equipment Replacement. With that modification, Mr. LaTulippe made a motion to accept the May 23rd, 2022 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
4. **Water Usage Report**—report was distributed
5. **Connections Report**—6 new connections in May
6. **Visitors**—no one to address the Board
7. **Water & Sewer—Old Business**
 - **Solicitor's Report**—Cory reported:
 - **A Resolution is before the Board for action** which would ratify the employer-sponsored tax-advantaged retirement savings account plan (437B retirement plan). The auditors had asked where the plan came from. Andy & Cory researched meeting minutes & although they found two Resolutions that were adopted in 2017 (for the Pension Plan & the Contribution Plan), they didn't find anything specifically for the 437B plan. The auditors suggested adopting a Resolution ratifying that retirement plan. No signature page for the plan was found either, but Jeff Beard said the 437B plan was started 5-6 years ago.
For clarification, Mr. Missimer said RLMA has a Defined Benefit Pension Plan for the older RLMA employees & a Defined Contribution Pension Plan for more recent employees. Those pension plans aren't related to the 437B plan which is totally voluntary for all employees. The Municipal Authority deposits a maximum match of 1% of an employees' contribution into the 437B plan.
Mr. Klinedinst asked if this plan is available to Borough employees as well as Authority employees. He believed all employees were under that same plan. John said MetLife sends a statement of the account; MetLife is who invests the money that employees contribute. On the statement, the "amount due" shows \$0 for the Borough, so he believes somehow, the policy had been separated for Borough & Municipal Authority employees. More research can be done for more information.
Mr. Henshaw made a motion authorizing John Krantz to sign the 437B Retirement Plan paperwork & to adopt the Resolution certifying the plan; Mr. LaTulippe seconded. All were in favor; motion carried.
 - **Verizon Cell Tower negotiations**—Cory continues to negotiate with Verizon & will report to the Board once more is known.
 - **Entech/Edgewood Tank replacement**—per requirements of the PA Separations Act, anything over \$4,000 can be bid separately and Entech asked if RLMA would

waive the requirement for the electrical portion of the tank project. Andy said it's the Board's decision, but he recommends not waiving it & then bidding the electrical work separately. Mr. Missimer stated that was not waived for the Water Treatment Plant either, which Cory said makes sense to do the same here.

- **Cabin Creek Access Road Project**—MPL did not find any existing maintenance agreement between Windsor Township & RLMA, other than WT abandoning a portion of Gebhart Road in 2011. If the Board wishes, MPL can contact the Township to gauge their interest in creating an agreement. John had talked to the Public Works Director at the Township who said he has no issue with dedicating the complete lane to RLMA, but the Windsor Township Solicitor would need to address this. Mr. Klinedinst wondered too if Mr. Rexroth has a right-of-way off Gebhart, as he owns a lot of property in that area. More discussion will be held regarding this.
- **Engineer's Report**—Jason Reichard reported:
 - **South Camp Street Water Main Replacement**—Barrasso Excavating is still waiting on pipe for this project. Their supplier gave them a tentative shipment date of July 25th. Will continue to monitor & update.
 - **Kensington Land Development**—Jason heard back from the Developer's Engineer who stated there is no desire to move forward with future development until possibly mid-to-end of 2023.
- **Superintendent's Report**—John Krantz gave highlights from his submitted report:
 - **Energy Procurement for 2023**—the current provider for all of RLMA's electrical energy is Direct Energy (since Talen Energy went bankrupt). The Board should decide on a provider for 2023 & there are 3 ways to do so:
 - John would find out the current price (as it fluctuates almost daily) & then call 3-4 of the largest energy providers in the Northeast/Mid-Atlantic region to gather current prices. Those providers would create & quickly send an agreement with the current kilowatt/hour price & once all are received, whoever has the lowest kilowatt/hour price would get the contract.
 - Go through a broker to procure an energy provider (it would reach more people; however, he'll get a cut of the contract cost)
 - Through an auction process where, on a given day, providers will put a contract up & people can bid on it to try & lock in the rate. There are different terms too, 1-yr, 2-yr, up to 5 years. John has never gone out further than 1 year. Although you could possibly obtain a better rate with a longer term, you could also miss out on a lower rate, should one come out. In the current market, John said it may be an advantage to locking in for a longer term as he doesn't foresee rates coming down anytime soon.

Board consensus is that John should solicit to the 5 largest energy suppliers in the Mid-Atlantic region to find the best rate & term, after which John & Mr. Missimer will determine which is best.

 - **CCR Report**—the 2021 report is now on the website and John will hand deliver them to the largest users & RLMA's bulk water customers.
 - **ADP Software**—if this software is used to monitor employee time, attendance & HR information, as discussed last month, John said it will increase the ADP billing by \$157.61/pay period. Mr. Henshaw made a motion to use the ADP software for the above-mentioned functions; Mr. Klinedinst seconded. All were in favor; motion carried.
 - **Library meter**—currently is a 2" meter, but Mrs. Price asked if the meter can be downsized to either 1" or ¾" to save money. John is unsure RLMA can do that because the engineer that designed the building, chose a 2" meter for a reason. Jason Reichard said it's generally not a practice to downsize a meter to save money.

Research & calculations should be done to determine whether it can/should be done for Kaltreider-Benfer. Board members don't think this is a decision for RLMA or the Borough to make. The research would need to be done & the request made from the Library Board (or their engineer or attorney) if they wish to downsize the meter. John will send a letter to Mrs. Price stating this.

- **ID badges**—pictures to be taken of Board members tonight to update the ID badges.
- **Zoning meeting at Windsor Township for the Edgewood Tank Project**—being held tonight & Jeff Beard is attending that. A meeting was held with Entech yesterday to go over details of the project.
- **Borough painting hydrants**—camp kids will be painting some of the hydrants this summer
- **Greenbranch Electric/Natural gas/generator**—to run electricity to Greenbranch would cost \$1.5million & to run natural gas was \$3million, so alternatives were sought. The next best option is to replace the old generator that would offer 40 hours of operation at full load, or many more hours with only one pump running. John said there are two types of generators:

- One used as a standby source which is extremely expensive
- One used as an emergency source, which is much cheaper.

John believes this could be considered RLMA's backup/emergency source of water, as it's only ran a couple times/year or if there's a problem with Beaver Creek. This could be addressed in the Water Allocation Permit that this is an emergency source. Cory to research & make that determination whether a new generator would qualify as such. And a new generator is one of the items on the wish list for grant money.

Mr. Missimer reminded the Board of the wish list items:

- New storage tank to replace current Edgewood Tank
- Replace the generator & fuel source at Greenbranch
- Permanent paving from Manor Road down to WWTP
- Burying electric lines
- Replacing line at Beaver Creek

The LSA Grant application period opens on July 1st, 2022 & shortly after, Mr. Missimer & John will begin the DCED application process, so rough estimates will be known for all the above-listed projects. They will also be researching ways to increase security (cameras, motion-detection equipment) at Beaver Creek & Greenbranch.

- **Also, regarding Greenbranch**—there have been trespassers leaving trash, removing the No Trespassing signs, etc., that the PA Game Commission spoke to Brad Sprenkle about. They advised Brad to mark everything in purple to delineate what areas are off limits to the public. The PA Game Commission will then add that area to their patrol & if they have any further problems, they can notify State Police.
- **Transite pipe** from Beaver Creek to Cabin Creek is leaking at the same location as last year. It's been repaired by placing a clamp over the area & this is the section of the line that prices are being gathered for replacement.
- **Spoke to DEP about the CCR**—after the draft copy was sent to them, they told John some calculation changes needed to be completed. He did so, then sent it back to DEP who was satisfied. He notified Windsor Borough & DYWA of those changes also.
- **Renewed chemical storage tank permits** with DEP, which is done annually.
- **Joint meeting with DYWA** will be held on Wednesday, July 13th @ 6:30pm. at the Dallastown Borough Offices.
- **Sherwood Logan made changes to RLMA's SCADA** programming at the WTP. There are currently 4 filter outputs for turbidity & rather than install a fifth

turbidimeter to obtain an average of those 4 filters, the changes made by Sherwood Logan allow staff to combine them electronically. DEP prefers it done this way also.

- **Replacement of control panels at Country Club Pumping Station**—this has been completed by Edwin L. Heim Company
- **John attended a Water for Health Community Forum** at York College Marketview Arts Center. He said it was very informative & he met with DEP & Representative Carol Hill Evans, as well as Greg Welker (Director of CFA Programs at DCED) who spoke favorably about RLMA obtaining grant funds through the LSA Program. Some of DYWA staff attended as well.

8. **Other Authority Business**

- Monday, June 27th—tour of Springettsbury WWTP which is open to all RLMA staff. Everyone interested in attending should be at the Municipal Offices @ 2:15pm to be there by 3:00pm
- Wednesday, June 29th—Source Water Protection Plan Meeting @ 6:30pm at the Municipal Offices
- Wednesday, July 13th—Joint Meeting between DYWA & RLMA @ 6:30pm at the Dallastown Borough Offices
- Wednesday, July 27th—RLMA Meeting @ 7:00pm
- 3 Stages would like to simplify coding invoices for payment & the auditors agreed it would be a good idea. John will discuss with Jason too & if there are no issues, the Board is agreeable to moving forward with the coding, which should simplify the budget process as well as bill paying.
- Some parking issues have arisen from Legion patrons parking in RLMA spaces. New signs to prohibit that parking will be installed that will include towing information. A letter will also be mailed to the American Legion.

9. **Statements & Approval of bills**—Mr. Minnich made a motion to approve the bills & statements; Mr. LaTulippe seconded. All were in favor; motion carried.

10. **RLMA recessed to Executive Session** @ 8:00pm to discuss personnel issues & union negotiations.

11. **RLMA reconvened** @ 8:45pm. No decisions were made.

12. **Adjournment**—RLMA meeting adjourned @ 8:45p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, July 27th, 2022

Members present

Skip Missimer, Chairman
Dennis Klindedinst, Vice Chairman
Chris Minnich, Asst. Sec/Treasurer
Gary LaTulippe, Treasurer

Others present

John Krantz, Superintendent
Andy Miller, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Dianne Price

1. The meeting was called to order @ 7:00pm followed by the pledge to the flag.
2. **Review/approval of meeting agenda**—Mr. LaTulippe made a motion to approve tonight's agenda as written; Mr. Minnich seconded. All were in favor; motion carried.
3. **Approval of meeting minutes**—Mr. Minnich made a motion to approve the June 22nd, 2022 Meeting Minutes; Mr. LaTulippe seconded. All were in favor; motion carried.
4. **Water Usage Report**—2.7" of rainfall was received in June. Usage has been average (from Beaver Creek & Greenbranch only).
5. **Connections Report**—3 new connections in June
6. **Visitors**—no one to address the Board
7. **Water & Sewer—New Business**
 - **Solicitor's Report**—Andy Miller reported:
 - **Verizon Lease Extension** (for space on the cell tower)—Andy said the proposal is for four 5-year extension terms with an annual lease rate increase of 3%/year that would be added at the end of each 5-year term. Proposed monthly rent is now \$2,413 (\$28,953 annually) which is an increase from the current lease rate. Verizon has the right to terminate (with 6 months' notice) prior to every renewal period; otherwise, it renews automatically for another 5-year term.
Mr. Klindedinst made a motion to approve the Verizon Lease Extension that includes four 5-year extension options with an increase of 15% on each 5-year extension; Mr. Minnich seconded. All were in favor; motion carried.
 - **D & B Cell Tower Lease Extension**—this is a single 5-year extension of the same lease which involves RLMA receiving a percentage of D & B's revenue. The proposal includes 7% of the revenue, prior it was 5%. John is uncertain whether D & B has been paying RLMA for any revenue, but he will research & report back. The Board would like to get more information from Dustin (D & B) prior to approving the lease extension. John will invite Dustin to the August RLMA meeting so an update can be given on his business, his customer base & potential revenue. Previously, Dustin had offered to make the connection for monitoring at the Edgewood Tank, if RLMA wished, but more information will be gathered at the August meeting.
 - **Entech/Edgewood Tank Replacement**—the Variance request was granted by Windsor Township. There is an appeal period of 45 days, but Andy said he didn't believe any of the neighboring property owners objected to the Variance.
 - **Requested an Executive Session**—to discuss personnel matters, potential litigation & real estate matters.
 - **Engineer's Report**—Jason Reichard reported:
 - **South Camp Street Water Main Extension**—Barrasso had planned to begin this project the week of August 1st; however, they're still waiting for pipe. Their supplier expects to receive it August 12th-19th. The Notice to Proceed has been given & a

preconstruction meeting has been held, so as soon as the pipe arrives, Barrasso is ready to go.

- **Springvale Rd. Water Main Extension**—This project was completed last year; however, Mr. Klinedinst said one fire hydrant in the area is still out of service. When RLMA conducted their recent flushing, there were two objects inside one of the pipes & when flushing occurred, one came out, but one got stuck inside the fire hydrant. The hydrant must be taken apart down to where the item is lodged to remove it. John will contact the contractor tomorrow to have them make the repair, as we're still within the warranty period.
- **Superintendent's Report**—John Krantz reported:
 - **No Parking signs**—to be installed outside the Maintenance Building & in the side parking lot. Keith Smith is calling Silverback Services again to get the signs installed, as they will be the towing company should someone park in the restricted area. Parking permits will be given to Authority staff & Board members as well as Borough staff & Council members to allow them to park in those areas.
 - **Entech meeting was held**—John provided minutes from that meeting where specifics of valving & drafting were discussed. Entech recently sent information on a mixing system that is not mechanical & practically maintenance-free. More info to come on this.
 - **Escrow for HOP/Street Cutting**—currently, when a contractor needs to cut into a State road, RLMA must apply for the Highway Occupancy Permit (as the applicant). If the contractor walks away from the project (or goes bankrupt) prior to restoring the State road, RLMA would need to restore it at their cost. John is proposing that contractors post some type of escrow or a Letter of Credit, based on square footage or the project cost. Jason said PENNDOT doesn't require surety to be posted on smaller-scale projects, so RLMA could hold the escrow or LOC. Andy said surety is typically 110% of a construction estimate & he suggested the contractor be required to submit the construction estimate for approval as part of the permit process. Andy said MPL has a financial security agreement used for municipalities & Land Development Plans. John can discuss this with Cory, who can revise it to a 1 or 2-page agreement pertaining to requiring a LOC or cash escrow for these smaller projects/street patches. Prior to submitting the permit app to PENNDOT, payment of Jason's incurred fees can be required. This process & surety requirements can be included in updates of the Rules & Regulations at some point. Of note, RLMA met with Borough staff (& Jeff Shue) to review street cuts & restoration done on Borough streets & what is required. This will clear up confusion on what is expected. John said these restoration projects may be bid out, but this may be decided next year.
 - **RLMA is creating a website**—the site <https://redlionmunicipalauthority.godaddysites.com> was created prior to Lori's retirement & Linda continues to add items. The Board should review it & if they think anything else should be added, let John know.
 - **A Safety Committee Meeting was held with Wellspan**—vaccinations were discussed, especially those important to water & wastewater employees. John is putting together a form that will list the vaccinations that RLMA employees **should** get, encouraging them to do so, although they're not required. There will also be a section on the form so the employee can list vaccinations they've already received or those they **would like** to get, as RLMA has agreed to pay for the vaccinations.
 - **Lori Groupe** has been paid for her accrued vacation balance of 154 hours.

- **Electronics System Installers**—John verified ESI was paid only once for the fire detection system at the Maintenance Building other than the annual monitoring fee that will be paid.
- **Resolution 2022-2**—for the Authority’s 457b Retirement Program has been sealed & sent to MPL Law Firm & Hamilton Musser for their records & has also been filed with RLMA’s Resolutions.
- **Training manuals were purchased** from California State University Sacramento Water Operator & Distribution at a cost of \$210 to allow employees to access them, as CSU is known to be the best in the water treatment industry. The materials will aid RLMA employees who need to get certified & will be a good resource for others.
- **May 2022 EDMR** was submitted to DEP on June 27th, 2022
- **Multiple copies of the CCR** were delivered (as required by DEP) to local government & Industries (school district, municipalities, etc.) in RLMA’s service area.
- **2021 Audit** is complete. Copies have been distributed to Board members for their review. If anyone has questions & would like Hamilton & Musser to attend the August meeting, let John know. The Audit Report, as well as the DCED Report are complete & the DCED Report has been filed electronically.
- **Quarterly Source Water Protection Meeting** was held on June 29th, 2022 & was very well attended. Minutes from that meeting were distributed to the Board for their review. Watershed Weekend is the weekend of September 17th and RLMA will hold tours of the Water Treatment Plant that day from noon to 4pm. Those interested can meet RLMA staff at Windsor Assembly of God to be transported to the plant. This will be advertised in the Borough’s newsletter, through the Red Lion School District, as well as other public places in hopes of drawing interest. The tabletop watershed model will also be set up at the WTP that day.
Mr. Minnich made a motion to approve the WTP tours on Saturday, September 17th, 2022 from noon-4pm; Mr. LaTulippe seconded. All were in favor; motion carried.
Mr. Missimer stated one of the four items on RLMA’s priority list for 2022 was to rewrite the Source Water Protection Plan. After receiving input from the SWP Committee, Mr. Missimer is in the process of rewriting it & hopes to have it complete within a few weeks. At that time, he will send it to RLMA Board members & John for their review/comment, along with a copy of the original plan.
- **A Safety Meeting was held on July 11th, 2022.** Discussion was held on continuing education for licensed operators, which is required in PA. Some RLMA employees’ renewal cycles are coming up & they will need to acquire more credits to keep their licenses. John suggested sponsoring a training event on August 10th through Pennsylvania Rural Water to educate all personnel, as well as obtain the required CEU’s for those certified through the State of Pennsylvania. Cost is \$165/person, but participants will obtain 10 CEU’s when taking the course. Windsor Township & Spring Garden Township plan to send people to the training also.
John would like to include a lunch for the attendees, as this is typically included in training events. He doesn’t believe it should be more than \$250 for the lunch. The Board agreed to that cost & hosting the PRWA training at the Municipal Offices on August 10th.
- **On July 11th, 2022, State Police contacted RLMA staff** regarding an injury which occurred at the Greenbranch intake. The problem of trespassers on that property had been discussed with PSP. As trespassing is a federal crime, PSP will be charging the injured individual. Anyone seeing illegal activity or trespassers on that property are urged to call 911 immediately.

- **A copy of Senate Bill SB915** was distributed to the Board. Signed into law on June 27th, 2022, the bill notes that Red Lion Municipal Authority was allocated \$1.15million for the demolition, infrastructure, construction & other related costs for the “aged & damaged steel water tank”. So, 50% of the money required for the Edgewood Tank project will come from this grant money. John believes the grant will require matching funds, which can come from other grant funds or loan funds.
 - **Windsor Township Board of Supervisors met July 18th, 2022** & passed a motion to create an agreement that would have the township abandon the section of Gebhart Road between the intersection of Manor Road & the WTP gate. This is contingent upon the 3 adjoining property owners agreeing to it. Brad & Jeff are reaching out to those property owners to see if they have issues with the proposal. The township’s abandonment may leave Ken Rexroth’s property landlocked which he may not agree to. Windsor Township may not require road frontage, but the landlock would mean Rexroth would not be able to do anything with his property in the future. The township’s motion to move forward with the agreement allows their Solicitor to talk with RLMA’s Solicitor & discuss details. Andy stated eminent domain law states, if the municipality vacates a road & the adjoining property owners lose access over a public street, those property owners are entitled to damages. More research & discussion to come on this.
 - **FYI, York Water** sent notice they’re proposing a 33% rate increase.
8. **Other Business**—As previously mentioned, Mr. Missimer said the updating/rewriting of the Source Water Protection Plan was one of the items on RLMA’s 2022 priority list. The other 3 are:
- Revise & simplify the current vacation policy—this is basically complete & RLMA is also working through this in the union contract.
 - Design & fund a new Edgewood Water Tank—this project is well underway
 - Transition to an improved front office operation—by hiring Linda, progress is being made towards this.
- Another desire is to revise the use of credit cards for customer payments. Mr. LaTulippe has something in the works & will invite the person he’s working with to a future (October) RLMA meeting.
9. **Statements & approval of bills**—Mr. Minnich made a motion to approve the statements & bills to be paid; Mr. LaTulippe seconded. All were in favor; motion carried.
10. **RLMA recessed to Executive Session @ 8:16pm** to discuss personnel issues.
11. **RLMA reconvened @ 9:12pm** No action was taken; no motions were necessary.
12. **Adjournment**—with no further business, RLMA meeting was adjourned @ 9:15pm.

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, August 24th, 2022**

Members present

Skip Missimer, Chairman
Dennis Klinedinst, Vice Chairman
Kelly Henshaw, Secretary
Gary LaTulippe, Treasurer

Others present

John Krantz, Superintendent
Jeff Beard, Asst. Superintendent
Cory Dillinger, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Linda Nevers
Dustin Boyd

Via Zoom

Ian Montgomery
Ann Marie Ronan
Drue Hontz

1. The meeting was called to order @ 7:00pm followed by the pledge to the flag.
2. **Review/approval of meeting agenda**—Mr. Henshaw made a motion to approve tonight's agenda; Mr. Klinedinst seconded. All were in favor; motion carried.
3. **Approval of meeting minutes**—Mr. LaTulippe made a motion to approve the July 27th, 2022 Meeting Minutes; Mr. Klinedinst seconded. All were in favor; motion carried.
4. **Water Usage Report**—5.30" of rainfall was received in July
5. **Connections Report**—4 new connections in July
6. **Visitors**—the following were present to address the Board:
 - **Dustin Boyd from D & B Broadband** gave a brief update on his business operations. He stated he's been adding customers. Recently working with Chanceford Township, they found it necessary to rewrite their Ordinance to allow D & B's utility pole in the township's right-of-way. He's working to get 2-3 additional poles installed in the southern end of the County to offer internet coverage in more remote areas (or where coverage is currently spotty). Dustin stated supply chains & trying to get products has been the biggest hurdle & delay. He has 30-40 customers connected & another 10-15 customers waiting, but certain tasks must be completed prior to connecting them. In more rural areas, line of sight is often blocked with trees, hills, etc.
D & B offers service for \$45/month to customers for basic internet (25meg download speed & 25 meg upload speed).
For \$65/month, customers can get 75meg download speed & 25meg upload speed.
He does not offer cell phone service but if a customer is at home with a wireless connection, they can use Wi-Fi calling on their cell phone. Or if in an area without adequate cell phone coverage, D & B's internet service may allow phone calls through Wi-Fi.
Cory Dillinger said the Lease Agreement with D & B Broadband has been revised. The only updates were allowing RLMA 7% of D & B's revenue (from 5%) and updating the equipment list. Dustin said if his equipment is necessary for monitoring at the proposed Edgewood Tank, RLMA can do so at no cost. Cory will finalize the terms & put the final version of the renewal together by the September meeting.
 - **Ian Montgomery from RLBA** was present via Zoom to discuss the New Year's Eve celebration in the square. Borough Council recently announced the event would be canceled due to lack of volunteers & increasing costs of fireworks. A lot of work goes into the event. Ian stated he currently has 5 volunteers (6, including himself) willing to continue the celebration, raising the Lion & cigar on the Municipal Office building. That process involves installing the apparatus onto the building & gaining access inside the building the day of the event.
Mr. Missimer said, although RLMA doesn't want to lead or sponsor the event, they can continue to serve in the same capacity as in the past, installing the ladder, making the Lion

available, etc. RLMA is restricted by law as to how much money can be donated to such events but will continue to donate \$1,000 as done in the past. Other than that, the Board doesn't want their staff using their time to do such things. Mr. Klindedinst (Council member, RLMA Board members) said the main reason Borough Council decided to cancel the event was the fireworks' cost increased to \$15,000 & the cost to obtain bands for that night increased to \$7,000. Lack of volunteers was another big reason & the Borough doesn't have staff to help either. Mrs. Price said the volunteers who had done most of the work in the past are getting older & can no longer shoulder all the responsibility. Other things are involved in the New Year's Eve event too; street closure, signage, obtaining Fire Police, to name a few. Mrs. Price said she has heard the new volunteers are interested in raising the Lion, but nothing was mentioned about bands, fireworks, etc. RLMA will continue to take the lead on the Lion/cigar raising.

Ian said the 6 willing volunteers haven't discussed other scopes of events right now, but really want to continue raising the Lion at midnight. Consensus of the RLMA Board agrees to continue what they had done in the past & allow utilization of the building that night. Ian plans to attend the September Borough Council meeting to discuss a newly created committee.

7. **Water & Sewer—New Business**

- **Source Water Protection Plan** has been updated & sent to Board members for their review. Mr. Missimer said Mr. LaTulippe offered some comments. The updated plan will be sent to DEP & the rest of the SWPP Committee next week, so if anyone else has comments to add, get them to Mr. Missimer.
- **Raybern Utility Solutions** was present via Zoom to discuss meter reading system software. Ann Marie Ronan is the CEO & founder of Raybern while Drue Hontz is a partner in the company. Drue stated within two years, Raybern has gone from helping 1 utility to be more efficient to 85 utilities to do so. Ann Marie & Drue have been talking to John to review what RLMA is looking for in a new billing system, as well as some future planning. Raybern helps utilities get the most from their billing software. They gave a brief presentation of what Raybern does & offers:
 - Understand what a utility needs in billing software
 - Identify why utilities need a new system
 - Go through requirements to ensure software vendors understand the depth of what the utility needs & what they want.
 - Help through the RFP process (if necessary), help interpret the offers & respond to the offers
 - Validate processing & analyze data (truncations, multipliers, finding lost revenue, etc.
 - Identify & cleanup meter/account mismatches
 - Investigate data errors & provide corrective actions
 - Complete business process & workflows (acting as project managers)
 - Focus heavily on budget & streamline the process so the utility can get the most of their billing software
 - Can help with other equipment (meters, meter reading process, etc.)

Raybern works with many different utilities & a lot of different billing software. In addition to billing software though, they offer integration with asset management for utilities. Mr. Missimer said RLMA's first concern is the billing system with asset management being a secondary concern, although the need for asset management is becoming more important. Mr. LaTulippe thinks Raybern Utility Solutions can offer a wealth of information. It doesn't mean RLMA must do what they say, but we should utilize their expertise. He would like Raybern to define the immediate steps necessary for RLMA to take to address the issues at hand, and then prioritize those steps. Ann Marie & Drue said that's exactly what Raybern

does. They can offer references (utility companies) of similar sizes to Red Lion & welcomes RLMA to reach out to them with questions & concerns.

Mr. Henshaw believes a customer payment portal would be beneficial to the town & its residents so that a customer can log in & view their bill, see their usage, as well as pay their bill. This isn't necessary, but Drue believes it's beneficial to customers. Raybern helps to define what information is good in a portal & what is not necessary.

Mr. LaTulippe suggested each Board member select a reference from the list submitted by Raybern & contact them to discuss a list of appropriate questions (created by Cory & John) concerning Raybern Utility Solutions. The 5 different reference evaluations can be brought to the September meeting for review/discussion. John will email contact information for the references to each Board member, along with the list of questions to ask.

Raybern doesn't get involved in the decision-making process. The Board would do that, but Raybern would offer tips & suggestions regarding the software selected by RLMA.

- **Amendment of the Rules & Regulations**--It was suggested to amend Section 4.3 of the Rules & Regs to require duplexes previously serviced by one line to be serviced by separate lines. In 2015, approx. 15 letters were mailed to property owners where this was an issue; since then, 3 have been separated to be serviced by two separate lines. Cory explained that the Rules & Regs currently defines a "multi-family dwelling" or "multi-family building" as an exception for the service line separation. That definition had recently been interpreted to mean that semi-detached dwellings fall into that exception when a recent inquiry was brought to RLMA. The resident does not believe they're required to separate their service lines & pay for it. Cory suggested this definition be clarified so there's no misinterpretation. This amendment/clarification would not apply to separate tax parcels with separate deeds. The Board authorized Cory to draft an amended definition for approval at the September RLMA meeting. This will apply to properties/property owners who acquire their property after the new language is in effect.
- **Local Share Account Monies**—a Resolution will be presented to the Board at the September meeting, as the project costs must be known when applying for these grant monies and all those figures have not been obtained yet. Mr. Missimer stated RLMA plans to apply for grant monies to cover all the RLMA projects, i.e., the balance of the Edgewood Tank project, upgrades at Greenbranch, the pipe between Beaver Creek & Cabin Creek & for Gebhart Road improvements. Mrs. Price said she recently learned, from talking to DCED, the total dollar amount available for the whole County is \$1.2million, possibly up to \$2million. This money comes from Class 4 casino money & this is only the first year of having that in the County. She was urged to only go for one Borough project rather than two. RLMA will now scale back their application, so it doesn't include all, higher-cost projects. The Board decided to focus on the Greenbranch project for the grant application, being that the generator is very old, and should we experience a drought, we may end up in a hardship. The parameters of the grant monies are that it benefits the community, so the Greenbranch project would qualify as such. Costs of the generator, masonry work, security cameras & fencing are estimated around \$200,000. DCED is anticipating notifying grant recipients around March 2023, and the funds can't be used to reimburse. The Edgewood Tank is underway & won't wait until March 2023. The Resolution to apply for the monies will be prepared for the September meeting.
- **2021 Financial Audit & the 2021 Auditor's Report** had been distributed for the Board's review. The Financial Audit noted significant deficiencies. There were some recommendations from the auditors regarding procedures:
 - Change report approval—the auditors noted that no one is reviewing & approving the sewer & water change reports, such as any changes in a bill that has already been mailed. Someone else besides office staff should review & approve those.
 - Currently, two billing clerks collect sewer & water payments and have full access to the billing system. Auditors recommended a monthly reconciliation be completed

that would compare the current month to the previous month, would include delinquents, adjustments & then be compared to a cash collection report from the billing software. Any variances should then be investigated.

- **T-Mobile Lease Amendment**—Cory stated this is the same contract with an added equipment removal provision, four 5-year extension options, and a term increase of 10% per 5-year term. Monthly rent is \$2,500. T-Mobile has agreed to the amended contract. Mr. LaTulippe made a motion to approve the terms of the T-Mobile Lease Agreement & to authorize John to sign the agreement with the new terms; Mr. Henshaw seconded. All were in favor; motion carried.
 - **ALDI Water Main Extension Agreement**—Cory said the Agreement had been sent to ALDI's Engineer earlier this year, but no response has been received. Cory obtained a copy from John, reviewed it & said no changes were made; ALDI reps have signed it. Mr. Henshaw made a motion to approve the Agreement & to authorize Mr. Missimer & Mr. Minnich to sign it and have it notarized; Mr. Klinedinst seconded. All were in favor; motion carried.
8. **Solicitor's Report**—Cory Dillinger reported:
- **Verizon Lease Negotiation**—last month, the Board approved the material terms for the lease & Cory has since received an email from the Verizon rep & the Lease Amendment has been sent to Verizon for signatures. It should be before the RLMA Board next month for their signatures.
 - **Street Permit Changes**—this was discussed last month & MPL continues to work through the best way to implement the changes for both Township & State roads. This should be before the RLMA Board next month.
 - **Entech/Edgewood Tank Replacement**—the Variance was granted & although there is a 30-day appeal period, Cory doesn't foresee anyone opposing the decision as no one was present at the hearing. Jeff Beard had talked to a neighboring property owner (of the new tank) who has agreed to let the contractor use his property as a staging area when working on the tank replacement.
 - **Cabin Creek Access Road Project**—Cory had contacted Met-Ed who said the general rule is not to put electric lines underground; however, there have been exceptions.
 - **Executive Session is requested** at the end of the meeting.
9. **Engineer's Report**—Jason Reichard reported:
- **South Camp Street Water Main Replacement Project**—Barrasso Excavating has now received all the project materials & is prepared to begin on September 12th. As they waited for materials, they told Jason they got tied up on other jobs & stretched their staff too thin. The notice to proceed was issued on 7/25/2022 with a substantial completion date of 10/23/2022. The timeframe is tight, but Jason believes Barrasso can get it done. PENNDOT has extended their paving deadline to the end of October, but you want to have good temperatures to do the paving, so hopefully, it will get completed this year. Money for "liquidated damages" can be collected, but RLMA would need to show they're incurring some type of damages & justify the expenses (staff time, engineering time, etc.). Jason & staff are doing what they can to avoid that.
 - **Village Walk Plan**—this is now active as Jason received a revised plan submission last week from Gordon Brown's office. He anticipates the plan coming before the Board shortly.
10. **Superintendent's Report**—John Krantz reported:
- The cost on the rain barrels was recently increased from \$20 to \$25.
 - RLMA staff repaired the hydrant on Springvale Road because Barrasso was too busy to do so. A bill for the repair was sent to Barrasso which they have agreed to pay.
 - Jennifer Gunnet, from Windsor Township requested a letter stating RLMA has available capacity to serve the Mia Brae commercial building (Glenn Rexroth's building) which

involves the 7-unit building & a warehouse. After discussing this with Jason, the letter was sent stating there is capacity.

- John attended the Borough Council meeting, where they discussed a significant underground leak at the Splash Pad & he offered RLMA's leak detection equipment. Mrs. Price reported it was since determined there is no leak.
 - John sent a vaccination survey to all RLMA employees asking for their vaccination status. The survey was to be returned by 8/31/2022. To date, John has received 6 of them.
 - A Thank You letter was sent to Stan Saylor for his help in obtaining state funding to construct the new Edgewood Tank.
 - John met with John Brownlee, Red Lion EMA Coordinator regarding the Source Water Protection Tabletop Drill that is scheduled for 9/6/2022 from 11am-12:30pm. We will discuss the emergency response plan with York County EMA, Met-Ed, the Fire Department & RLMA's key personnel. Each step of the process will be documented. This year's topic will be a damaged transformer within our watershed & how to respond to it. The tabletop exercise will be done on an annual basis choosing a different topic each year.
 - On 8/10/22, RLMA hosted a PA Rural Water training event. All of RLMA's PADEP-certified employees attended (except Brad), as well as Windsor Township, Windsor Borough & Spring Garden employees. The topic was Workplace Safety, Confined Space Entry, Trenching & Bloodborne Pathogens, for which employees earned 6.0 Continuing Education hours for attending.
 - The energy reduction program RLMA participated in through Enel X had contacted John about scheduling a date when RLMA would need to reduce their energy demand in order to qualify for payments. John agreed, stating RLMA would use their generator during that period of time; however, they said that isn't allowed. In 2016, there was a lawsuit in which EPA was sued over the type of generators that were being used. Category 4 generators are the only ones that can be used. The cost almost triples when a Category 4 generator is used. RLMA is bound by contract to this program through 2027 & although a check for \$365 was recently received, RLMA will most likely, not be receiving future payments.
 - Sadly, our former RLMA Chairman Michael Poff passed away on 8/10/2022. A basket from Brown's Orchard was sent to Mike's family, along with the Authority's condolences.
 - On 8/15/2022, John met with Sage Security regarding the installation of cameras at both Greenbranch Pumping Station & the new Edgewood Tank. A quote was to be sent, but John has not received it to date. The price is needed to apply for the Local Share Account Grant monies, so John will continue to contact Sage for that.
 - A new Dell Desktop Computer was ordered for the Maintenance Department. All five (5) maintenance/distribution employees now have email addresses & will have access to OneDrive.
 - A letter of engagement was received from Attorney Cory Iannacone (Pillar & Aught) regarding reviewing the draft union contract. John signed the letter & Cory Dillinger (MPL) sent all applicable information for Atty. Iannacone to begin his review.
11. **Approval of Statements & Bills**—Mr. LaTulippe made a motion to approve the bills & statements; Mr. Henshaw seconded. All were in favor; motion carried.
 12. **Authority recessed to Executive Session @ 9:00pm** to discuss litigation, union contract negotiations & personnel matters.
 13. **Authority reconvened @ 9:38pm.** No action was taken.
 14. **Adjourned**—RLMA adjourned their meeting @ 9:38p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, September 28th, 2022

Members present

Skip Missimer, Chairman
Dennis Klinedinst, Vice-Chairman
Chris Minnich, Asst. Sec/Treasurer
Gary LaTulippe, Treasurer

Others present

John Krantz, Superintendent
Jeff Beard, Asst. Superintendent
Cory Dillinger, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Dianne Price

1. The meeting was called to order @ 7:00pm followed by the pledge to the flag.
2. **Review/approval of meeting agenda**—Mr. Klinedinst made a motion to approve tonight's agenda as presented; Mr. Minnich seconded. All were in favor; motion carried.
3. **Approval of Meeting Minutes**—Mr. LaTulippe made a motion to approve the August 24th, 2022 Meeting Minutes; Mr. Klinedinst seconded. All were in favor; motion carried.
4. **Water Usage Report**—report was distributed to the Board.
5. **Connections Report**—7 new connections in August
6. **Visitors**—no one to address the Board
7. **Water & Sewer—New Business**
 - **Discussion/approval of the updated Source Water Protection Plan**—Mr. Missimer had distributed the final plan to Board members last week for their review/comments. Mr. Minnich questioned if the longitude & latitude of the Authority's locations were to be kept on the plan due to Homeland Security precautions. Mr. Missimer said DEP does not want the final Source Water Protection Plan to be distributed nor published so the last task to be done is an executive summary that will not include any longitudinal & latitudinal locations and that summary will be posted on the RLMA website.
Of note, full size maps will be in John's office, should anyone want to view them. They were too large for Mr. Missimer to print.
Mr. Minnich made a motion to approve the updated Source Water Protection Plan; Mr. LaTulippe seconded. All were in favor; motion carried.
 - **D & B Broadband's Cell Tower Contract**—Cory Dillinger reported that since Dustin Boyd was at last month's meeting to give the Board a business update, the Lease Agreement was revised, mainly to update the lease terms & monthly rent. The 5-year lease includes one 5-year renewal term & monthly rent has been increased to 7% of D & B's revenue (from 5%). Dustin is in agreement with the new lease & its terms.
Mr. Klinedinst made a motion to approve D & B Broadband's contract; Mr. LaTulippe seconded. All were in favor; motion carried.
 - **Dish Wireless Cell Tower Contract**—Cory Dillinger stated one of the last edits Dish wanted to be included in the contract was Option to Lease language due to supply chain issues & not knowing when their equipment would be installed on the tower. Dish is willing to pay a one-time payment of \$2,500 to keep the Option to Lease option available. Cory didn't see a problem with that; however, early on in negotiations, Dish included a Right of First Refusal in the contract too. Essentially, if RLMA ever wished to sell the cell tower, they would be required to notify Dish Wireless & be open to an offer from them. Cory & Andy had notified Dish that the Authority did not have that in any of their other cell leases, nor would they be interested in including it in this one. That provision had been removed several months ago, but in the final copy of the contract Cory received, that language was included again. The Board confirmed they do not want the Right of First Refusal provision included, which Cory will convey again, although he doesn't have a problem with Dish's one-time

payment of \$2,500 as the Option to Lease. John & Cory will continue negotiations with Dish Wireless.

- **Resolution to apply for the Local Share Account Grant Monies**—John learned, right before submitting RLMA’s application, that the Authority doesn’t qualify for these grant funds. The word “Authorities” used in their documents includes only Redevelopment Authorities, not Municipal Authorities. RLMA will, however, be eligible for the statewide LSA Grant program, but not this county-wide program. The statewide program is to open sometime between September & end of 2022.
- **Solicitor’s Report—Cory Dillinger reported:**
 - **Verizon/T-Mobile**--Last month, the Board motioned to approve the Verizon & T-Mobile leases. Cory said Verizon & T-Mobile have both signed their respective agreements.
 - **Separate Water Line Language Changes**—Cory & Andy’s solution to the recent issue was to change the definition of “multiple-unit dwelling” to include semi-detached dwellings with separate tax ID’s & separate parcel numbers (owned by separate people), which should clear up confusion while still protecting apartment buildings with multiple dwellings. John & Jeff have some other items that need to be amended in the Rules & Regulations, in addition to some language that needs to be clarified while we’re changing the definition mentioned above. The amendments should be to the Board for review by end of year.
- **Engineer’s Report—Jason Reichard reported:**
 - **South Camp Street Water Main Replacement**—Barrasso Excavating began the new water main replacement on 9/26/22. Their substantial completion date is October 23rd. Jason foresees the line & all services being installed by that date; however, it’s unsure whether the paving & restoration work will be done by October 23rd, suitable weather conditions pending. Board members want the message to come from RLMA staff as well as Jason’s office, that the October 23rd completion date is a **must**.
 - **Country Club Hills Pumpstation & Force Main Replacement**—RLMA staff told Jason that this pumpstation is not performing at its optimum level, so he met with staff to discuss options. It’s one of last stations that still has 1962 cast iron. Options for replacement include rerouting a new force main with possibly some upgrades to the pumpstation. The work wouldn’t be done until Spring 2023, but cost estimates were distributed tonight for the Board’s review. The estimates include a realignment of the force main, as well as a direct replacement of it. If rerouted through backyards, it would alleviate a lot of paving work. There’s a lot of planning & prep work to be done prior to the project & the Board is amenable to Jason creating a better scope of work & reporting back.

Mr. Klinedinst mentioned the parcel of land for sale near Country Club Road. Jeff said that would involve the Country Club Pumpstation which would need rehabbed in the event that the proposed 200+ homes get built. A meeting had been held at York Township regarding this. Hopefully, more information will soon be known.
 - **Prospect Street Pumpstation**—Jason stated his staff is reviewing old as-builts to see the potential to let the sewer flow via gravity rather than pumping it uphill, as is currently being done. Jeff said Windsor Township has asked & seems to be amenable to tying it into the Windsor Township Station. Red Lion would then be able to do away with the Prospect Street Pumpstation which is getting older and pumps very little anyway. More information will be gathered on this.
 - **Village Walk**—Revised Land Development Plans have been received which propose the construction of 54 residential units. A lot of Jason’s comments have been cleaned up regarding water & sewer. The developer is proposing to build their own private pumpstation that will pump to Cape Horn Road’s Station A. Design information has

not been received yet, but Jason will update as it's known. Although the sewer station will be private, water will be public for this development.

- **Superintendent's Report—John Krantz reported:**

- Entech submitted a revised quote of \$3million for the Edgewood Tank, which is \$600,000 more than originally discussed. They cited increasing costs of basically everything & based the cost on similar projects they're currently doing. John spoke to Steve at Stan Saylor's office to update the cost of this project on the chance that money may be left to be allocated towards it.
- John spoke to 3-Stages Accounting, as they requested to meet with the auditors to discuss the new coding system for the Authority's bills. Hamilton-Musser will bill RLMA for the meeting, so they assured John the meeting will be limited to no more than 3 hours.
- A planning consultation meeting has been scheduled for October 4th @ 10:30am with Tesra Schlupp from PENNVEST, RLMA & PADEP (via Zoom) to discuss financing options & RLMA's Edgewood Tank Project.
- John emailed requests for electricity quotes to Constellation Energy, IGS Energy, Berkshire Hathaway Energy & Direct Energy based on 12-months, 24-months & 36-month terms. All suppliers except Berkshire Hathaway returned quotes; Berkshire did not due to the market being too volatile. Direct Energy is the current supplier for RLMA, and they were the low price for electricity for the next 12 months. Mr. Missimer agreed that RLMA should move forward with the 12-month quote, so John signed a contract with Direct Energy for 12 months (beginning January 1st, 2023).
- The EDMR that John submitted to PADEP on Monday, 8/29/2022 was due on Sunday, 8/28. This is a permit violation which John was notified of via electronic message. He assured DEP it won't happen again and nothing further is necessary right now.
- Brad Sprenkle gave Mr. LaTulippe a recent tour of the Water Treatment Plant, which Mr. LaTulippe said was very informative.
- John met with Murray Insurance for RLMA's annual loss prevention reassessment for the Susquehanna Municipal Trust. They offer safety training as well as DEP credits for some of the training, some of which is cheaper than PA Rural Water's training. John wants to schedule flagger training for RLMA employees as some of theirs is expiring. He will do so either through SMT/Murray or PRWA. The insurance rep is sending John criteria to make RLMA's Safety Committee an approved Safety Committee which can save 5% on the premium.
- The Source Water Tabletop Drill was held on September 6th, 2022, and was attended by Red Lion EMA John Brownlee, some RLMA staff as well as Mr. Klinedinst & Mr. Missimer. It was a very beneficial exercise. These drills will be held annually, practicing a different scenario each year which will help develop a reference manual to be used in the event of a possible future emergency.
- 30 samples were collected for the Lead & Copper analysis required by DEP. All samples were submitted to the laboratory & some results were received today. Once all results are received, John will send them to DEP, which are due by October 8th, 2022.
- John spoke with Cory Iannacone regarding the Union Contract which will be discussed in Executive Session tonight.
- John met with Security Fence about getting a fencing quote at Edgewood Tank, the Greenbranch Pumping Station & the Greenbranch intake. The quote is approx. \$25,000 less than Entech's fencing quote for the Edgewood Tank. A quote was also received from Sage for solar cameras to be installed at the intake which may help to identify trespassers and/or to offer video proof when/if that

happens. The quote also included cameras at Edgewood Tank & the Greenbranch Pumping Station.

- John met with PIRMA regarding renewal of RLMA's municipal liability policy. There are no outstanding claims for RLMA & John told PIRMA he's obtaining pricing from other agencies. PIRMA sent a printout containing all RLMA's coverage & the amount of each which was sent to Grundy Insurance (Tokio Marine) so that RLMA can compare pricing for the same coverages. John expects to have two quotes for liability insurance at the October meeting.
- John received a call from DEP regarding the submission of the monthly reports which they stated were due on Saturday, 9/10/22 by midnight, although they were not received until Monday, 9/12/2022. This is a violation of RLMA's permit and will need to be reported on next year's CCR (Consumer Confidence Report). John assured them this will not happen again.
- A new contract was signed with Quantum Accounting (formerly 3-Stages).
- Some of the vaccination surveys distributed to RLMA employees weeks back have been returned, many with the response of "unknown". Some staff said their doctors don't keep records of that many years ago, but John urged them to research what vaccinations they need, as RLMA will pay for them & allows time off work to get them.

John will continue to encourage the staff to get their vaccinations.

- The morning of Watershed Weekend, there was a power outage at Pumping Station D. Once power was restored and the power transferred from the emergency generator back to utility, the transfer switch got hung up and didn't fully transfer, and because of that, staff was not notified. An estimated 80,000 gallons of raw sewage spilled onto the ground. Staff immediately notified DEP and filed an SSO Report (Sanitary Sewer Overflow), as required. Staff will install an alarm on the transfer switch & also ensure a battery backup is working on the alarm. They're also coordinating a call log to notify the necessary employees, should this type of malfunction happen again.
- Jeff Shue (C.S. Davidson) stopped at the RLMA Office to ask if the recent paving project in the square resulted in any damages to RLMA property. Some of the curb boxes & a manhole riser were damaged during milling, but the contractor agreed to replace the damaged items before they pave.
- John spoke with 3-Stages about providing 3rd-quarter financial reports so that he & Jason can begin to work on the 2023 Budget. 3-Stages provided the new budget line items & what will be listed under them, which will help staff & Jason when preparing budget.

Of note, RLMA's Budget Meeting will be held October 26th @ 6pm (regular meeting to follow once Budget Mtg is complete). Prior to the Budget Meeting, Board members will receive a draft copy of the budget along with a quarterly statement consisting of the whole financial picture of RLMA after the first 3 quarters of 2022. Quantum (former 3-Stages) can complete this type of report after every quarter, should the Board want that. Quantum will Zoom into the Budget Meeting to explain the balance sheet (quarterly statement).

- John attended the Source Water Protection Meeting on September 20th, 2022.
- John, along with Linda Nevers & Mr. LaTulippe attended a Zoom meeting with RLMA's credit card processor, PSN (Payment Service Network) in which PSN gave an overview of how their credit card process works. It was very informative and PSN agreed to send RLMA's most recent contract.
- Gary LaTulippe researched references for Raybern Solutions. He heard back from 2 of the 5 references he contacted, both of which gave outstanding reviews of Raybern, stating they're a valuable asset to their business and very responsive to any need they

may have. Raybern understands the business they're consulting for & help their clients work through many aspects of their businesses.

Raybern had given RLMA a proposal of approx. \$7,000 to start the process with them, gathering information to decide what it is that RLMA is looking for & what is best for the Municipal Authority.

- Gary LaTulippe also reported on the Zoom meeting with PSN, as the credit card processing is only one piece of what Raybern will help RLMA with. There is no local representation for PSN; the rep on Zoom was located in Atlanta, GA. RLMA's newest contract with PSN was signed on December 16, 2016 and is a 3-year contract with automatic 1-year renewals. If RLMA wishes to terminate the contract, PSN requires 90 days' written notice to do so. If that's not done, a \$550 fee is charged, but because of the revenue generated by RLMA's credit card sales, most new processors would pay that \$550 fee.

After termination, PSN has the right to withdraw monies from RLMA's account for up to 190 days, for things such as disagreements, chargebacks, etc.

Mr. LaTulippe said the one Raybern reference he spoke to is using MunicPay as their credit card processor & he would like Linda and John to sit in on a Zoom call with them also.

Every transaction, either credit card or check, goes through Payment Service Network. Mr. Missimer said this was never relayed to the Board. It was explained that PSN was handling credit card transactions only.

A few additional costs that Mr. LaTulippe learned RLMA pays:

- A \$125 fee for every chargeback (or returned payment)
- A \$50/month gateway fee
- A \$89/annual compliance fee (required by VISA & Mastercard)

A few things that the customer pays:

- A \$1 fee for every check written
- A \$35 fee for insufficient funds/returned check
- A 2.98% fee for every credit card transaction (if the bill is less than \$100, another \$.50 fee is charged)

Of note, Mr. LaTulippe stated over the last 5 years, RLMA's online payments have gone from 20,176 to 29,000 annually.

PSN also offers Paypal, Venmo & "Pay Later" as payment options too, if the Authority chooses to offer them.

To either stay with PSN or choose a different payment processor is ultimately the Board's decision, but Raybern will help determine who has what RLMA wants & needs.

8. **Statement & bill approval**—Mr. Minnich made a motion to approve the bills; Mr. LaTulippe seconded. All were in favor; motion carried.
9. **Authority recessed to Executive Session** @ 8:18p.m. to discuss personnel matters.
10. **Authority reconvened** @ 9:07p.m. Mr. Klinedinst made a motion to ratify the Union Contract for the Teamsters 776; Mr. LaTulippe seconded. All were in favor; motion carried.
11. **Adjournment**—RLMA adjourned their meeting @ 9:12p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday October 26, 2022

Members Present

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

Others Present

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

No visitors wished to be acknowledged.

Meeting Agenda/Minutes:

The meeting was called to order at 7:18 p.m. immediately following the budget meeting. Mr. Klinedinst made a motion to approve tonight's agenda and Mr. Minnich seconded. All were in favor and the motion carried. Mr. LaTulippe made a motion to approve the September 28th, 2022, meeting minutes. Mr. Minnich seconded. All were in favor and the motion carried.

Water Usage Report: the report was distributed to the Board

Connections Report: there were 3 new connections in September 2022

Water & Sewer- New Business:

- **Dish Wireless Contract Update:** Our Solicitor Mr. Dillinger presented revised final copies of the contract including an Option to lease (due to supply chain issues) where the Right of First Refusal language has been removed. The one-time lease option payment of \$2,500 remains. The lease payment will then be \$2,500/month (or \$30,000 annually) with a 2% increase each anniversary date. Mr. Henshaw made a motion to approve the contract and Mr. Minnich seconded. All were in favor and the motion carried. Contracts will be signed later.
- **South Camp Street Project:** Our Engineer Mr. Reichard submitted a request to make the first payment for the project. Barrasso Excavating began their work on 9/26/22 with the promise of completing it by 10/23/22. They were swapping services to a new line, creating an extension from Valley Road, and completing the trench restoration of the main line. The final roadway restoration is to be completed by this Friday, 10/28/22. The application is being made in the amount of \$233,624.48. We have 5% retainage of \$12,296.03. The total contract price was approximately \$445,000. A motion was made by Mr. Henshaw to make the partial payment and seconded by Mr. LaTulippe. All were in favor and the motion carried. This will go to the accountants to cut a check and all paperwork will be sent to the appropriate entities and filed.

Solicitor's Report: (Cory Dillinger)

- The Dish Wireless contract was already discussed. Mr. Dillinger, Mr. Krantz and Mr. Reichard are still working on changes to the Rules and Regulations to update the street permit and separate water line language. The final list of changes should be ready by the end of the year for approval. The insurance policy still needs discussed later, but Mr. Dillinger reviewed and approved an email update from Mr. Krantz.

Engineer's Report: (Jason Reichard)

- The South Camp Street project was already discussed. Staff is currently discussing cost estimates for Country Club Hills pump station on which direction they want to go. The Prospect Street Station B elimination was presented to a Windsor Township engineer to discuss the scope of work and after a concurrence from them we can send out someone to do a field survey. There is a revised plan for Village Walk where our comments were addressed. We are waiting on detailed information on the pump station design choice and their reasoning. The current system will potentially overload one of our downstream stations. It was also mentioned that since this station is our property, after elimination parts etc. could be kept to be reused in the future as the station is not that old.

Superintendent's Report: (John Krantz)

- The Green Branch pumping station generator was discussed with a Century Farms Electrician, and he provided a quote of \$6,000 for installation and wiring. This quote will be used for the grants and PENNVEST documents.
- Teamsters 776 will be providing us with bound copies of the agreement we signed last month.
- At the Safety Meeting on 10/03/2022 we discussed the Vine Street pumping station sanitary sewer overflow and how to eliminate the issue. DEP was contacted to discuss an electrician installing an alarm that would make notification of a problem automated and more streamlined to individuals rather than the water treatment plant itself. Omnipoint will be contacted to make sure we are using their services fully as well. Summer Kunkle (DEP) was informed and stated she had everything she needed and that we handled everything appropriately according to the law.
- The PENNVEST planning meeting 10/04/22 was attended by Mr. Krantz, Mr. Missimer, and Mr. Klinedinst to discuss the loan application process for upcoming projects with PENNVEST and DEP representatives. This information was forwarded to Mr. Reichard and Mr. Dillinger. We now need to do planning modules and environmental permits to meet the application cut-off date of February 1st, 2023 (for Spring construction).
- The lead and copper testing of the required 30 customers was completed and all tested <1.0ppb of lead which is well under the acceptable level of 15.0ppb. The results were hand delivered to the customers and DEP was notified and said we should be good for another 3 years. (They are in the process of changing the lead and copper rule, however).
- The Susquehanna Municipal Trust meeting revealed our rates will be going up 17.2% due to the number of claims we have made on our insurance. Less claims would have resulted in a credit.
- A quote from Tremco was provided to look at updated costs of resurfacing the roof in the Collection/Distribution building. The quote seems high so allowing bidders was discussed as well as different materials and roofing types.
- The Fairmont Tank's altitude valve was replaced for \$2,830 and we have a spare kit in stock on the shelf if we need one in the future.
- Mr. Dillinger was sent and reviewed a memo discussing including employee's spouses and dependents on insurance to be discussed in Executive Session.
- Rayburn Utility Solutions contract was signed 10/17/22 based on a meeting with Mr. Missimer and Mr. Klinedinst as well as discussed with Mr. LaTulippe to select a new utility billing system. A meeting is possible on 11/04/22 to receive information.

- South Camp Street had a few after hours issues of low water pressure or no water. Debris was building up in their home filters and we were able to flush them out and resolve the issues.
- Job descriptions were presented for Jeff Beard and Brad Sprenkle as none currently exist to be discussed
- Borough billing was discussed with Linda and the lease agreement was sent to insure we are properly splitting the bills. Mr. Krantz wants the Authority to revisit ensuring the appropriate splits are happening as per the agreement rather than payments just being sent
- Gebhart Road electricity poles were installed by MetEd. If we decide later, we want to bury the lines the poles could serve the people on the road.
- Chemical bid documents were sent out to vendors directly and also posted in the York newspaper. The bids must be received by 10am, Thursday, December 8, 2022, and will be awarded at the December 28, 2022, meeting.
- Vine Street pumping station generator is awaiting parts for repair and thus currently not working. A portable generator was taken out there as a precaution, especially because it failed last month.
- Three Stages is now Quantum Accounting

Future meeting dates due to holidays:

- Tuesday, November 15, 2022
- Wednesday, December 28, 2022

Statement and Bill Approval:

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

Authority recessed to Executive Session at approximately 7:45 p.m. to discuss personnel issues

The Authority Reconvened at 8:32 p.m.

There was nothing voted on after the Executive Session.

Adjournment: RLMA adjourned their meeting at 8:35 p.m.

Respectfully Submitted by Kyrsten Scutta

Red Lion Municipal Authority
Meeting Minutes
Tuesday, November 15, 2022

Members Present

Skip Missimer-Chairman
Dennis Klinedinst- Vice Chairman
Chris Minnich- Asst. Sec/Treasure
Gary LaTulippe- Treasurer

Others Present

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

No visitors wished to be acknowledged.

Meeting Agenda/Minutes:

The meeting was called to order at 7:00 p.m. by Mr. Missimer and the pledge was recited. Mr. Henshaw makes a motion to accept the agenda and Mr. Minnich seconds; the motion carries. Mr. Minnich motions that we accept both the minutes from the last meeting and budget meeting (both on 10-26-22). Mr. LaTulippe seconds and the motion carries.

Water Usage Report: the report was distributed to the Board

Connections Report: there were no new connections this month

Water & Sewer- New Business:

- **Auditors Hamilton-Musser:** They requested a meeting to inform us that the cost of the audit in the next contract (2023) is being increased by 62% (from approximately \$11,000 to \$18,000).
- **PennBid:** Mr. Krantz met with a private company called PennBid that is well known and utilized by many, including Mr. Reichard's company (C.S. Davidson), in regards to submitting project bids in the future. They have over 8000 clients to disperse the bid to, allowing us to reach a lot more people with better pricing. It's free to use and PennBid helps to walk us through the project step by step. The admins at C.S. Davidson would be available to help as well; they have used PennBid for our last 3 projects. We can use them to find professional services (like accounting firms) as well as chemical bidding and other services. The fee the company pays is 1/3 of 1% and they are very customer service oriented. We could submit for accounting firms around September of 2023. We would still have to advertise in the paper as well. Hamilton-Musser claims they have lost so much money that they cannot budge on price so it is something to think about next year to keep everyone honest. Mr. Klinedinst says the borough's prices have not yet been raised.
- **Barrasso Excavating:** Mr. Reichard has submitted an application for the second payment for the South Camp Street project. Outstanding items were some restoration work and paving, and the job is now basically complete. We are holding a 5% retainage of \$22,954.43. The requested payment is for \$202,509.60. There will be a third application coming in next month to release some of the retainage for the restoration and seeding of the trench. We can hold approximately \$2,500 then until spring to give things a chance to grow. Mr. Henshaw motioned to approve the payment and Mr. Minnich seconded; the motion carried. (The line is now an 8 inch into a 6 inch in Windsor Township connecting through to Windsor Borough. The regular rates will recoup the money).
- **Water Budget:** Mr. Reichard has made the requested changes and submitted a final budget. The wages and benefits sheet was revised to take 5 employees to "single" on the health insurance, cutting the rate from approximately \$30,000 to \$13,500. This freed up \$86,000 in the budget,

allowing us to put approximately \$70,000 toward water and the rest toward sewer (75/25 split). The result took our net revenue up to \$176,000 and sewer came up from -\$6,000 to \$9,844. So, if at least 5 people switch their health care to single, there will be no need for a rate increase of water or sewer this year. The union has already agreed and “5” employees is a low estimate; more than that could switch. No other changes were made. Mr. LaTulippe motioned to approve the water and sewer budgets as presented and Mr. Minnich seconded. The motion carried.

- **Funding New Water Tank:** Mr. Missimer proposes we charge \$5 per customer/household (when considering apartment buildings) and \$25 for each commercial/industrial customer per month for the life of the loan or until the tank is paid off. Mr. Reichard recommends trying to find an equivalency to make sure the \$25 is high enough when comparing actual usage of a single household to an industrial customer. This would not necessarily be based on EDUs. A motion was proposed to authorize the Superintendent, Engineer, and Solicitor to meet and come up with a resolution for the tank charge. Mr. Klinedinst motions and Mr. Henshaw seconds; the motion carries. When it is resolved, the surcharge will appear at the bottom of the bill. We also need to send out a letter (before January) to explain this to our customers and should probably include the letter at least twice. (It’ll be \$300-\$400 to use **Arrista** to do this).

Solicitor’s Report: (Cory Dillinger)

- Mr. Dillinger has a lot more information coming to us for the December meeting with 5 or 6 resolutions he is working on (approving the budget, new rates, amending rules and regulations to name a few). A resolution updating the emergency response plan might be coming (Mr. Krantz is currently reviewing it). Originally adopted in 2017 (FEMA), this one needs some changes. Mr. Missimer has suggested all of those changes probably need to be adopted to other plans as well (we have so many thanks to the government!) Mr. Dillinger is going to make one resolution that can be applied to all of the plans. (Most of it is contact information).

Engineer’s Report: (Jason Reichard)

- Mr. Reichard is working with DEP to determine the requirements for the Beaver Creek wall water main project and believes only a minor permit change is needed. The Green Branch diesel generator replacement project should not need a permit and he is following up with a clean air quality resource, but does not believe any action will be required for that as we only use 500 kw and permit requirements start at 1000 kw. A meeting is needed with Mr. Krantz to discuss the Country Club Hills pump station project design for 2023. We heard back from the Windsor Township engineer on the Prospect Street pump station B project and he initially agrees with the proposal to eliminate the pump station. We have scheduled a field survey to confirm elevation values so we can run a gravity line. No maintenance would be required anymore if we can make it work. He is still trying to push the Village Walk plan forward, but some design flaws have been discovered. Their pump station is designed at 100 GPM and pump station A was previously rated at 38 GPM. Another rating taken this week resulted in 75 GPM. We are working with the engineer to reduce the pumping rate with a new pipe.

Superintendent’s Report: (John Krantz)

- A letter was sent to the various townships and boroughs after our last meeting stating that there will be no water rate increase. Diane from Red Lion will now be informed there is also no sewer rate increase.
- York Township is going to be giving us an 18% transportation increase for the waste water they have coming through our system.

- Mr. Dillinger and Mr. Iannacone (our labor attorney) have both approved the Benecon insurance information so it can now be sent to the employees and the union. Mr. Iannacone will prepare an MOU for approval to send to the union first (so everything goes smoothly) and we will need responses from everyone by December 1st. Due to the high number of claims we had last year our rate is increasing by 17.2% (3-4 people went over the \$40,000 limit).
- “The Meter Guy” was contacted (a company that does flow metering) for a quote for a permanent meter at Beaver Creek that would allow the pumps to be turned off remotely. There is also a lifetime guarantee on the transducer to be protected against lightning strikes. The price is \$6250 for purchase and installation, \$300/year for a cellular subscription, and \$3325 for a bluetooth transmitter. We also got a quote for a portable meter for the interceptor at Mill Creek to measure what is coming from York Township and compare with our readings (we wanted to do this ourselves but may not need a permanent entity there). The pricing is \$2500 to install the waste water line and then \$1750/month for meter rental. A motion was made by Mr. Klinedinst for Mr. Krantz to go through with both projects, Mr. LaTulippe seconded and Mr. Henshaw thirded; the motion carried.
- Mr. Krantz met with Jeff Beard for his annual employee review and to discuss his new position (a promotion) to Special Project Coordinator. He initially seemed to agree and then he handed in his resignation before he ever signed off on it. We want to get all of the records into CS Datum and in the future can utilize various part-timers and student internships from local colleges to make up the deficits. Mr. Krantz is going to reach out to these various possibilities. A motion was made by Mr. Klinedinst to accept the resignation of Jeff Beard (12/1/22 after two weeks notice) and Mr. Minnich seconded; the motion carried.
- Davidson can still come in to train Mr. Krantz and Smitty so they can train part-timers in the future. Perhaps Linda can be trained as well. CS Datum is coming in to train November 17th.
- Mr. Krantz further discussed the air quality permit at Green Branch that Mr. Reichard mentioned earlier. There is an exemption for miniscule-use potable water systems. He’s seeing a request for determination of \$600, but believes if it is written in the document it is not required. Once information is returned it will be forwarded to Mr. Reichard.
- Steve Witmer at Red Lion Borough contacted us about a sinking street cut on Boundary Avenue that someone has claimed caused them to break their foot. We determined we did not make the cut and Columbia Gas claims they did not either. Mr. Klinedinst requested an address to go take a look for himself because a similar complaint came in a year ago.
- Diane also gave notice of a bump at 205 Main Street that a woman is claiming is causing her home’s foundation to crack. Mr. Krantz investigated and said everything is fine at this location. He’s going to go check a secondary location at S Main Street because the manhole there is awful.
- Jeff Shue was contacted about an outstanding invoice for work in the square for approximately \$110, but we have still not received a check.
- AT&T notified us that they will have a crane onsite at Fairmont Park to modify their equipment on the water tank. They submitted their insurance certificates (that Mr. Dillinger approved) and were instructed to stay on paved surfaces.
- Mr. Krantz applied for a UEI (Unique Identity ID) for the DCED grant applications. This is now required to apply for federal money.
- Gorman-Rupp assisted in the installation of the new pumps at Country Club Road. They were there for only one day. We had an issue setting up the VFDs that Gorman-Rupp would not assist

with because they did not install the panels. Heim Electric did install those panels and was on site today to get the VFDs working properly. This will be verified at the next meeting.

- Kim Mazur at Entech was called regarding getting an updated project schedule. They currently have the tanks being completed by spring which is impossible at this point. We not only need information, but to also know the appropriate permits have been retained and any cost estimate changes. Mr. Krantz will continue to try to get them to respond.
- We are meeting with the administrators of our 457B (supplemental retirement plan) at Creative Financial on November 29th to discuss transitioning from MetLife to a company more suited to this type of retirement plan.
- Mr. Krantz ordered 3 waste water collection manuals for \$300. None of the workers have licenses (only the managers do) so we're giving them a year to complete the training manual.

Odds and Ends:

- There is a revised organizational chart submitted that takes the Assistant Superintendent position out and replaces it with the Special Projects Coordinator position. Mr. Klinedinst motions to approve the new organizational chart and Mr. Minnich seconds; the motion carries.
- We developed a formula to pay out accrued vacation from this year that Linda made a spreadsheet to demonstrate. Based on the calculations, it has been determined that by moving to PTO, Mr. Krantz and Linda are being shorted time (due to being hired in at more than the standard 2 weeks vacation). To make up for this deficit, Mr. Krantz was moved to 3 weeks vacation (that of a 10 year employee) and Linda was moved to 2 weeks (that of a 3 year employee). They each signed a document agreeing to this change. Mr. Krantz is going to create a document based on this chart to distribute to each employee.
- Mr. Krantz is going to discuss with the retirement people and Three Stages/Quantum an option to transfer the accrued vacation money into their 403B instead of taking a check (and paying tax) with various lump sum options.

Statement and Bill Approval:

- Mr. Minnich motioned to approve statements and pay our bills and it was seconded by Mr. LaTulippe and thirded by Mr. Henshaw. All were in favor and the motion carried.

There was no Executive session this evening.

Adjournment: RLMA adjourned their meeting at 8:16 p.m.

Respectfully Submitted by Kyrsten Scutta

Red Lion Municipal Authority
Meeting Minutes
Wednesday December 28, 2022

Members Present

Skip Missimer-Chairman
Dennis Klinedinst- Vice Chairman
Chris Minnich- Asst. Sec/Treasure
Gary LaTulippe- Treasurer

Others Present

John Krantz-Superintendent
Cory Dillinger- Solicitor
Kyrsten Scutta- Recorder

No visitors wished to be acknowledged.

Meeting Agenda/Minutes:

The meeting was called to order at 7:00 p.m. and the pledge was recited. Mr. Latulippe made a motion to approve tonight's revised agenda (to include the chemical bids) and Mr. Klinedinst seconded. All were in favor and the motion carried. Mr. LaTulippe made a motion to approve the November 11th, 2022 meeting and the November 30th, 2022 special meeting minutes. Mr. Klinedinst seconded. All were in favor and the motion carried.

Water Usage Report: the report was distributed to the Board

Connections Report: there were 3 new connections in November 2022

Water & Sewer- New Business:

- **Four New Resolutions:** Our Solicitor Mr. Dillinger presented four resolutions for approval:
 - Resolution 2022-6 adopting 2023 Sewer and Water Budget
 - Resolution 2022-7 adopting 2023 Water Rates
 - Resolution 2022-8 adopting 2023 Sewer Rates
 - Resolution 2022-9 adopting 2023 General Authority Rates

None of the resolutions have any rate increases. Mr. Klinedinst made a motion to approve all four resolutions and Mr. Minnich seconded. All were in favor and the motion carried.

- **South Camp Street Project:** Our Engineer Mr. Reichard submitted a request to make the third payment for the South Camp Street project for \$20,441.93. This payment would still allow us to keep a retainage of \$2,512.50 for vegetative trench cover up in the Spring of 2023. The total estimated contract value is \$459,088.50 at this time. Mr. Latulippe made a motion to authorize the third payment and Mr. Klinedinst seconded. All were in favor and the motion carried.
- **Meeting Dates for 2023:** The Meeting Dates for 2023 were distributed and everyone is in agreement that the dates work for them. The dates might still need to be put out into the newspaper because Dianne has been out of the office. John is going to follow-up.

Chemical Bids for 2023:

- | | |
|--|---|
| ● <u>Caustic Soda</u> - low bid of \$29,200.00 from UNIVAR | ● <u>Liquid Aluminum</u> - low bid of \$33,245.30 from USALCO |
| ● <u>Potassium Permanganate</u> - low bid of \$10,072.00 from Coyne Chemical | ● <u>Copper Sulfate</u> - No bid |
| ● <u>Carbon</u> - low bid of \$2,9770.59 from Coyne Chemical | ● <u>Sodium Hypo</u> - low bid of \$35,777.00 from UNIVAR |
| ● <u>Sodium Bisulfite</u> - low bid of \$1,680.00 from UNIVAR | ● <u>Fluoride Tote</u> - low bid of \$13,440.00 from UNIVAR |
| | ● <u>Zinc Orthophosphate</u> - low bid of \$27,647.17 from Coyne Chemical |

- Superfloc- low bid of \$12,640.00 from Brenntag Northeast, Inc.

Not all companies bid on every chemical and this is not uncommon as some of them just do not carry everything. It's okay that there was no bid for copper sulfate as we have approximately a 3 year supply in stock. It does appear that the lowest bid changes from year to year and it is not always the same company for each chemical. It was suggested that these bids would be perfect to submit through MuniBid next year as it will be an easier process, all electronic, and the same companies will be bidding as well as new ones to throw into the mix (it would still need to be posted in the newspaper). The overall price went up 25% this year, and almost 50% over the last two years. Mr. Klinedinst made a motion to accept all of the lowest bids and Mr. Minnich seconded. All were in favor and the motion carried. Mr. Missimer was going to sign at the end of the meeting.

Solicitor's Report: (Cory Dillinger)

- Mr. Dillinger is still actively working on the drafts for the Rules and Regulations resolution. Scheduling and connecting with MPL and C.S. Davidson became difficult with the holidays and it should be ready for the January meeting. This resolution does not need to be passed before the end of the year. He is also still working on the updated Emergency Response Plan. When Mr. Krantz submits the final plan, a resolution will be created.

Engineer's Report: (Jason Reichard)

Mr. Reichard was not present at the meeting, but Mr. Krantz reviewed updates of some of C.S. Davidson's current projects.

- The Prospect Street Pump Station potentially being taken over by Windsor Township was surveyed and determined to be viable to drain by gravity. We would lose very little EDUs (<25) and it would be well worth it to have this station off of our plates. (This option does not appear to be viable for the City Walk Station as it is uphill, but Mr. Krantz is going to ask Mr. Reichard for options that might tie into Village Walk).
- The Country Club Road Pump Station needs a new force main and we are looking at taking a different route along the edges of some property lines to resolve the issue. Smitty is going to see if we can get the people to agree to this as it will save a lot of money (we'd still need one manhole). There is a section of water line on this route (West Ave between Cove Ln and Country Club Rd) that needs to be replaced and we could potentially complete this at the same time.
- The land development at Kensington is being proposed much larger than anticipated and the developer's engineer does not anticipate submitting plans for the remaining development until 2023. Mr. Reichard believes they will probably need to upgrade our station because of significant flow increase.

Superintendent's Report: (John Krantz)

- Mr. Krantz provided the \$5 surcharge breakdown that Mr. Reichard provided.
- Mr. Krantz also talked with Stan Saylor who says he still supports our project even though he's no longer in office. Mr. Saylor claims to be working with people in Harrisburg to resolve the issue of never receiving funding (\$2,000) from SB915. He also suggested we apply for the DCED H2O Grant and the Small Water and Wastewater Systems Grant. He assures us he will work to make sure we get the grant money needed for our projects. The Edgewood tank was also discussed and Mr. Saylor said he'd be passing that off to Wendy. Mr. Dillinger also spoke with Mr. Saylor while assisting with the grant application prep, and ultimately ended up talking with the Pennsylvania House of Representatives to continue investigating why the \$2,000 was not

received. Mr. Dillinger is unsure why Mr. Saylor had us apply for these grants when there are exceptions that exist. It does appear that applying for such things is equivalent to putting your project into a hat that may or may not be then selected. We were told we would get a letter of approval or disapproval and received no such correspondence, but it is possible a letter may still be on its way. After jumping through many hoops it appears we have been led astray (and that our projects may not even qualify for funding). Mr. Saylor posted that the money was received so the public believes we got funding that we did not. Mr. Dillinger agreed to continue following up as well Mr. Klinedinst.

- Mr. Reichard said they could file the DCED grant applications for \$2,500/application. Entech said they could submit an application for the Edgewood tank (that we could not do alone), and then give us a discount for the others as well. Going with Entech, we came in well under the \$10,000 we budget for applications. We also now have a registered account with SAM needed to submit government applications. Natalie O'Connor confirmed that all grant applications were submitted.
- We told Windsor Township a bad hydrant at South Camp Street needed to be replaced for \$3,900.00 and they agreed to the replacement and to pay.
- A memo of understanding was sent to the Teamsters Union regarding changes to the health insurance policy and it was accepted. A copy of the signed contract was provided.
- We received ID badges from the Fire Company. (Mr. Henshaw and Mr. Latulippe may need to receive them still)
- We had a power outage at Walnut Street Station E. When we responded we found out Met-Ed shut off the power without notifying anybody. We asked if we could kindly get notified in the future.
- Our garage door is starting to rust and fall apart and is very noisy so we got pricing for a new one. The lowest of 4 quotes was \$4,140. The contract is signed, but we do not have an install date yet.
- We talked to Creative Financial about updating our 457B (supplemental retirement) plan. The authority matches 1% if 3% is contributed. Currently, we invest into Met-Life, but they are straying away from this type of plan and we are looking to switch to a company like John Hancock. Things like better rates and more user friendly resources are desired. Mr. Missimer suggested we get a bunch of different companies to compare and Mr Klinedinst said he will make some calls as well.
- On 12/1/22 \$436,134.08 was transferred from the Plgit Construction Account to the Water Checking to pay Barasso for the South Camp Street project.
- Employee appreciation gift cards were purchased for a total of \$850.
- The decorations were put up in the square.
- Electronic Systems Installers came onsite to look at our fire alarm system and they were asked for a quote to replace the control panel as they already service the maintenance building and their system works very well. Johnson Controls' quote came in at \$14,684 and they keep getting more expensive. ESI's quote should be ready for the next meeting.
- The distribution sheet for accrued vacation pay-outs was submitted. John, Linda and Brett are recent hires and will not receive any pay-out. At the start of the year all time off will be the same. They will accrue vacation and can borrow against. If they go over the accrued amount, they will owe that money back.

- Lori Grove at Thaddeus Stevens was contacted about potential internships to enter data into CS Datum and she's very excited for the opportunity. Mr. Krantz is going to send a job description and she will begin gathering potential candidates. The students will be given projects that help them learn and we can assess future employees at the same time.
- While cleaning out the maintenance building, scrap metal and other items worth money are being tracked and entered into appropriate accounts now. Anything we sell will be documented and presented to the board. Borough hydrants have been confirmed to belong to the Authority.
- Keystone Petroleum inspected the Green Branch Station fuel oil tank because it was thought there was an issue with the controller, but it came back okay. They will be reinspecting it officially and if it passes, we can use it for another year.
- Quantum Accounting was asked for information on developing our new PTO policy and employee handbook. They put us into contact with a local company for this and we will be contacting them. We also submitted a request from the Census Bureau for government financial data to Quantum Accounting that they will handle.
- There was an issue with a leaking pressure reducing valve after we installed a new meter at 402 Lyndon Avenue. This incident blew up on Facebook negatively, but after communicating with the customer they were able to hire a plumber and we will pay the bill.
- We had a bad motor at Beaver Creek that pumps water to Cabin Creek because the bearings gave out. Brad had the motor pulled, repaired, and reinstalled.
- The audit for 2022 with Hamilton-Musser was signed for approximately \$18,000. This is the higher price (up from \$12,000) so we're going to submit this to MunicBid for next year.
- We sold old water meters to United Meter Buyers (for \$650). They used to refurbish them and sell them to third world countries, but may have recently changed to just scrapping them for the brass. We used to refurbish them ourselves, but it's not worth the effort. Mr. Klinedinst is going to get a weight of the brass on them to make sure the price was good.
- The Meter Guy installed flow monitoring at the Mill Creek interceptor so we can ensure we are being billed properly. They also installed the Beaver Creek Conservation Discharge Monitoring Transducer at Beaver Creek Dam to record data and that allows us to shut them off remotely. **Mr. Dillinger is going to be receiving some data from this before working with DEP.**
- Entech confirmed that they received 3 county consistency letters John Seitz submitted and our project meets the requirements.
- Yoe Contracting provided a quote to weld the stairs to be installed at the Cabin Creek Wastewater Treatment Plan (that have needed to be replaced for 4-5 years). These steps allow access to the lower level pipe gallery to remove sludge. It was approximately \$750 to weld the steps (Smitty called around for the cheapest welding price). They are ready for installation.
- The 2023 Act 205 authorization documents were signed and sent to Thomas J. Anderson & Associates (pension plan)
- Two of our three licensed operators were overpaid by 70 cents an hour in 2022 (\$1,518.40 per employee). Based on the union contract operators are to be paid \$27.22/hr and they were paid \$27.97/hr. There was a miscommunication in the contract language when data was entered into ADP and an addition of **2.75%** was added to their pay that should not have been added, but rather had already been added. It is difficult to pinpoint fault to one entity. Operators are difficult to come by so we do not want to ask for money back, but would rather proportionately compensate the third operator. Mr. Dillinger noted that we are not legally required to compensate the third employee, but agreed morale is important. The union will need to be notified so there are no

future grievances filed. Raises for the two overpaid employees this year are based on the appropriate salary (\$27.22/hr) from last year so even though it looks like less than the 5% everyone else will receive, it is the correct amount according to contract. Mr. Latulippe made a motion to proportionately compensate the third, underpaid operator and Mr. Klinedinst seconded. All were in favor and the motion carried.

- Ian Montgomery is hosting a New Year's Eve party in Red Lion Square, he was not present at our meeting. He requested access to the roof of our building to lower the cigar at midnight, but was unable to obtain insurance. Mr. Minnich then volunteered to lower the cigar at midnight as he is insured to be on the roof. Mr. Montgomery no longer needs any access to our building. The Authority had originally agreed to donate \$1,000.00 to the event to install the cigar and have it lowered, but we are waiting on price breakdown proving the cost before payment.
- Mr. Krantz is going to develop a Projects Statement from the last 5 years for historic purposes.

Year End Wrap Up:

Four priorities we set for 2022 that we made huge strides with:

- Transition to improved front office operation
- Design and fund the new Edgewood tank
- Revise and simplify the current vacation policy
- Obtain a new source water protection plan

Mr. Missimer stated that setting a concise list like this is always greatly beneficial.

Statement and Bill Approval:

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

The Source Water Protection meeting is January 17th, 2023.

It was decided that an Executive Session was not needed.

Adjournment: Mr. Latulippe made a motion to adjourn the meeting and Mr. Missimer adjourned his final RLMA meeting at 8:17 p.m.

Respectfully Submitted by Kyrsten Scutta