

**Red Lion Municipal Authority**  
**Meeting Minutes**  
**Wednesday January 24<sup>th</sup>, 2024**

**Members Present**

Dennis Klinedinst-Chairman  
Gary LaTulippe- Vice Chairman  
Chris Minnich- Secretary (zoom)

**Others Present**

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

**Visitors:**

none

**Meeting Agenda/Minutes:**

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

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

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

**Election of Officers for 2024:**

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

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

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

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

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

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

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

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

**\*All above motions passed unanimously\***

**Water & Sewer- New Business:**

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

**\*Both Resolutions were signed\***

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

- **Kensington Development**
  - We went out and noted 6-8 valves that are crooked or otherwise need work. We sent over a list of necessary repairs that need to be completed before we can accept dedication.
- **Transition to CUSI**
  - Mr. Krantz sent a letter to EmGov Power notifying them of our switch to CUSI as our utility billing software. EmGov is supposed to forward all necessary information and data to CUSI to make the transition. This interaction went amicably.
- **PENNVest Pre-Closing and Schedule**
  - Mr. Krantz conferred with Mr. Dillinger, and everything appears to be right on schedule. All forms are due by January 30<sup>th</sup>, 2024. Documents will be signed at a meeting on February 20<sup>th</sup>, 2024, by Mr. Klinedinst, Mr. Minnich, and Mr. Krantz.
- **DEP and the Water Allocation Permit**
  - To be discussed in Executive Session.
- **Red Lion Borough Request**
  - The Borough has requested we advertise on our bills their request for all customers to add their addresses visibly to the rear of their property.
  - Mr. LaTulippe inquired about what the Borough is doing to disseminate this information.
  - Mr. Krantz stated he knows they are trying to get word out as well and will take care of it.

**Solicitor's Report: (Cory Dillinger)**

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

**Engineer's Report: (Entech Engineering).**

- **Transition Meeting with CS Davidson**
  - Mr. Mazur, Ms. Mason, Mr. Krantz, and CS Davidson met to sort out who will be handling current projects going forward. Both CS Davidson and RLMA have begun transferring files to Entech.
- **Work Orders to be Signed:**
  - Entech presented 3 work orders for the Authority to approve.
    - EWO Transition Engineering Services \$6,000.
    - EWO 2024 Misc. Engineering Services (Water) \$15,000.
    - EWO 2024 Misc. Engineering Services (Wastewater) \$15,000.

- **Notice to Proceed**

- This also needs to be signed to begin moving forward with the project. The clock will start ticking after Entech receives this and HRI and DN Tanks can begin submittals too.
- Mr. Mazur suggested we then arrange a meeting to be held in which various local entities will be invited to attend (police, fire, conservation, etc.) when we have the construction schedule.
- Mr. Dillinger requested that Mr. Hoffnagle and his neighbors be kept in the loop for milestones in the construction schedule as well. It is noted that they are concerned about underground electrical wires and Entech assured us they will not be impacted.

*\*Mr. Klinedinst motioned for Mr. Krantz to sign the Engineering WOs and the Notice to Proceed and Mr. LaTulippe seconded. All were in favor and the motion carried\**

**Superintendent's Report: (John Krantz)**

- Mr. Krantz filed all necessary reports for December 2023.
- DEP notified us that we had a violation due to a missed chlorine residual sample. Mr. Krantz pulled the data and informed them that the sample was not missing, it was just a clerical error. He then sent the necessary information to DEP and the Notice of Violation was cleared.
- The 2024 Chemical Bids were awarded, and we expect all signed contracts to be submitted soon.
- Mr. Krantz ordered 3 meters from Metron-Farnier for the Windsor Borough Cellular Meter Project. We will install them ourselves, and then the company will come out to connect them to the cellular network.
  - Mr. Krantz and Mr. Klinedinst are going to attend Windsor Borough's monthly meeting again now that they have pricing to discuss splitting the cost of the project.
- Paul Slonaker was hired as a Special Project Coordinator on 1/5/24. He started part-time and will eventually transition to full-time, with a focus on the Lead & Copper line identification.
- PENNVest initially reached out requesting we obtain an extension of the Dallastown-Yoe water agreement as assurance for our loan. Entech then contacted them with our surcharge fee plan, and they accepted this in place of the agreement extension.
- There was a water leak we repaired at 116 Forest Hills Road in a 6" ductile iron main. This is the second leak on Forest Hills Road recently, and Mr. Krantz is going to monitor this line carefully.
- We received a Right-to-Know request for our Water Shut Off list for the past three months. Mr. Dillinger advised us to file a 30-day extension and it will be discussed further in Executive Session.
- Kleppers Locksmiths were brought in to quote rekeying our existing locks (for about \$1,000).
- Mr. Krantz noted that Garretty Glass completed the installation of new windows on the building out back and it was a job well done.
  - On that note, Mr. Klinedinst inquired about the windows being left open overnight (he noticed upon arriving for the meeting). He and Mr. Krantz are going to investigate after the meeting adjourns.

**Other Business:**

- **Authority Training Meeting**

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

**Statement and Bill Approval:**

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

**Executive Session:**

- The Authority moved to Executive Session to discuss various matters at 8:10 p.m.

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

- ❖ Mr. LaTulippe made a motion authorizing Mr. Krantz to purchase (1000)  $\frac{3}{4}$ " meters at \$325.00 each (for a total of \$325,000), and Mr. Minnich seconded. All were in favor and the motion carried.
  - Mr. Klinedinst adjourned the meeting at 9:20 p.m.

*Respectfully submitted by Kyrsten Scutta*