

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

Members Present

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

Others Present

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

Visitors:

none

Meeting Agenda/Minutes:

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

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

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

Connections Report: there were 4 new connections.

Water & Sewer- New Business:

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

- **Resolution 2023-10**

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

Solicitor's Report: (Cory Dillinger)

- **Solar Renewable Energy, LLC**

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

- **Beaver Creek Monitoring Update**

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

- **Edgewood Tank Easement**

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

Engineer's Report: (Jason Reichard)

- **Beaver Creek Raw Water Transmission Line**

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

- **Prospect Street Pump Station B Elimination**

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

- **Filter Plant Performance Evaluation**

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

Superintendent's Report: (John Krantz)

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

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

Other Business:

- **Windsor Borough Agreements**
 - Mr. Klinedinst stated that the only agreement with Windsor that he can find is from 1989 and asked Mr. Dillinger if it needs updated. Mr. Dillinger replied that he is confident it has been updated since then, and that it can be hard to track down amendments and side letters. He is going to send everything over chronologically.

- **Proposed Engagement Letter for Solicitor Services**
 - Mr. Dillinger presented the Board with a letter for solicitor services for 2024.
 - Mr. LaTulippe made a motion to accept and sign the letter from MPL Law firm and Mr. Dillinger, and Mr. Minnich seconded. All were in favor and the motion carried.

Statement and Bill Approval:

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

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

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

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

Respectfully submitted by Kyrsten Scutta