

**Red Lion Municipal Authority**  
**Meeting Minutes**  
**Wednesday December 27<sup>th</sup>, 2023**

**Members Present**

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

**Others Present**

John Krantz-Superintendent  
Cory Dillinger-Solicitor (zoom)  
  
Kim Mazur & Rebecca Mason  
(via zoom) Entech Engineering

**Visitors:**

none

**Meeting Agenda/Minutes:**

- The meeting was called to order at 7:00p.m. The pledge was recited and roll was taken.
  - ❖ *Mr. J. Reichard and Mrs. Scutta were not present.*
- Mr. Minnich made a motion to approve tonight's agenda and Mr. Henshaw seconded. All were in favor and the motion carried.
- Mr. LaTulippe made a motion to approve the minutes from the RLMA Meeting on November 29<sup>th</sup>, 2023, and Mr. Henshaw seconded. All were in favor and the motion carried.

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

**Connections Report:** there was one new connection (ALDI – 3209 Cape Horn Rd.)

**Water & Sewer- New Business:**

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

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

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

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

- **Engineering Services of Entech**

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

**More New Business**

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

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

- **Acceptance of 2023 Chemical Bids**

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

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

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

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

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

- **Dallastown Yoe**

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

- **Beaver Creek Monitoring Update**

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

- **Aldi**

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

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

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

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

**Other Business:**

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

**Statement and Bill Approval:**

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

**Executive Session:**

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

**Adjournment:** The Authority reconvened from Executive Session at 8:50 p.m.

- Mr. Klinedinst adjourned the meeting at 9:00 p.m.

*Respectfully submitted by Kyrsten Scutta*