

**Red Lion Municipal Authority  
Meeting Minutes  
Wednesday February 22, 2023**

**Members Present**

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

**Others Present**

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

**Visitors Present**

Ian Montgomery  
Dianne Price  
Linda Nevers

Tina Frutiger  
Bob Frutiger

**Meeting Agenda/Minutes:**

The meeting was called to order at 7:00 p.m. and the pledge was recited. Mr. Henshaw made a motion to approve tonight's agenda and Mr. Minnich seconded. All were in favor and the motion carried. Mr. Minnich made a motion to approve the January 25, 2022, meeting minutes. Mr. Henshaw seconded. Linda Nevers spoke up to request an amendment to the minutes. It was stated that Ms. Nevers met with Ian Montgomery to discuss website construction for the Authority, and she was never at such a meeting. Mr. Montgomery confirmed this, and the Authority agreed to amend the minutes.

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

**Connections Report:** there were 3 new connections.

**Visitor Matters:** New Year's Eve Event

- Ian Montgomery was asked to join this meeting to discuss the matter of payment from the New Year's Eve celebration. The Authority had previously requested an itemized bill for the event before providing the payment that was agreed upon. Dianne Price stated that the Borough did receive an itemized bill and that it was forwarded to the Authority. Mr. Krantz provided an email address to receive the itemized bill.
- Mr. Minnich expressed gratitude toward Mr. Montgomery for what he accomplishes for the community, but has requested more frequent and direct communication in the future for such events. He also discussed the issue of access to the Authority building's roof requiring documented insurance. Mr. Montgomery said that this issue was not one with him, and that the Authority reneged on an agreement to allow access to their building. Mr. Minnich disagrees.
- Mr. Montgomery stated that the terms of engagement for this event were decided in July and that the Authority did not wish to be involved so there was no further communication. He believes Mr. Krantz was instructed by the Board to call and deny him access to the building arbitrarily.
- Mr. Klinedinst and the board decided to table discussion of this matter.

**Visitor Matters:** Employee Benefits

- Linda Nevers expressed concerns with the RLMA employee benefits stating that her paycheck has not been correct since November 2022. Mr. Krantz stated that the Authority is aware of the issue, and they are actively working on a solution. Ms. Nevers was asked to submit all her concerns in writing. The matter is to be further discussed in Executive Session.

## **Water & Sewer- New Business:**

### **Resolutions: (Cory Dillinger)**

- The resolution appreciating Mr. Missimer was tabled until he can attend in April.
- **Resolution 2023-1** Adopting the Updated Emergency Response Plan
  - Mr. Dillinger wrote a resolution to adopt minor changes (mostly contact information) to our Emergency Response Plan. A few phone numbers need to be fixed from landlines to cell phones, and the vote is presented with the resolution “as amended.”
  - Mr. Henshaw motioned to adopt Resolution 2023-1 and Mr. Henshaw seconded. All were in favor and the motion carried.
- **Resolution 2023-2** Employee Handbook Updates
  - There were edits presented to update the handbook by Mr. LaTulippe.
  - Mr. LaTulippe motioned to adopt Resolution 2023-2, and all were in favor and the motion carried.

### **Solicitor’s Report: (Cory Dillinger)**

- Mr. Dillinger reported that the Construction and Materials Standards Resolution is being discussed between himself and Mr. Reichard. Also, rough drafts of the Rules and Regulations for Separate Water Lines and HOP Escrow Requirement has been submitted for consideration. The goal is to have the Rules and Regulations adopted in the March meeting.
- A cancellation notice was received for the T-Mobile (previously Shentel) cell tower lease. They do not have to provide a reason, but it is often just business needs changing. Mr. Dillinger reached out to ensure that T-Mobile will come and remove the equipment and they confirmed that they will. The dates for this are vague, and Mr. Krantz is going to coordinate to ensure there are no conflicts with Dish who will be installing their equipment on this tower now.
- Mr. Dillinger and Andy Miller at MPL met with Doug Barry from Solar Renewable Energy LLC. They do a lot of municipal projects and Mr. Dillinger is going to get more information to present.
- EDU Interpretation at the new Rexroth property and Intermunicipal Agreements with Windsor Township are to be discussed later in the meeting as well as other matters in Executive Session.

### **Engineer’s Report: (Jason Reichard)**

- The South Camp Street project retainage of \$2,512.50 is still being held until the weather is suitable for trench restoration.
- A draft easement exhibit of the Country Club Hills project was prepared (that demonstrates the alignment of the proposed force main and the various properties it would cross) in order to aid Authority Staff in contacting property owners and explaining the scope of work, as well as to aid them in securing easements. Without permission from owners, the line needs to go out into the street and becomes significantly more expensive. Mr. Reichard confirmed that no design work will be completed until easements are secured.
- A flow analysis was conducted of the sewers downstream of the Prospect Street Pump Station B because Windsor Township voiced concerns about capacity. C.S. Davidson determined that there is no issue physically and the Prospect Street sewer flows (from the proposed gravity line) will not cause a system surcharge. The next step is to update the Intermunicipal Agreement with Windsor Township (which currently only covers Windsor Township putting sewage into our system and not the other way around) and Mr. Dillinger is in the process of working with them on getting a draft ready. Mr. Krantz is waiting to send the formal letter requesting the project until we have a legal updated agreement. Mr. Dillinger is unsure how long the process will take, but

the fastest turn around would be to have a draft ready for Windsor Township to approve before their next meeting. Windsor Township expanded their system after our pump station was installed which is what now allows a gravity system tie-in to be possible. Mr. Reichard confirmed that no design work will be completed until paperwork is secured.

- Mr. Reichard and Mr. Krantz are working to resolve the issues with the new conservation release flow metering equipment at Beaver Creek Dam providing inaccurate data. Mr. Dillinger stated that a violation will probably still be received in March.
- Mr. Krantz also announced that we received the NPDES permit (applied for in 2021) in the mail today. It needs to be posted for public comment for 30 days and then the permit will go into effect.

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

- Mr. Krantz emailed the cost duration for 5 years to Entech to complete the SRBC Grant and submitted the EDMR for the month and submitted Tier II. He also ordered meters from Core and Main.
- The new owner of the distillery on Church Street reached out with concerns about proving his facility has public water and he was showed how to submit a bill and list RLMA as his provider.
- There was a leak at Chanceford Crossing where a 6 inch PVC clamp fitting failed and we had to go out to get a replacement, resulting in some overtime this month. We now have it in stock.
- He also spoke with Denali about our %Solids of sludge and learned that our sludge disposal cost is going to increase in 2023.
- DEP notified us of sampling violations for VOC's and IOC's that were supposed to be taken at the end of 2022, but were not taken until January of 2023. It is mentioned that LABS Inc did not catch the lack of submission for the VOC's and IOC's, but of course accountability does not fall solely with them. We were also notified of a violation regarding alkalinity samples not being taken in the fourth quarter of 2022. These samples were in fact taken and sent to LABS Inc, but they never submitted the report. A violation falls on us regardless and will need to be reported. These issues are what led to Mr. Krantz requesting quotes from other labs. A consumer confidence report will need to be submitted (in July) as well as a certification form to DEP (in June) for both violations.
- The PA DEP Storage Tank Division contacted us regarding an open violation from 2019 for lack of a Spill Response Plan. They were adamant about receiving something by the end of the day, and we sent over our Emergency Response Plan in the meantime (which we added necessary measures and tank details to). An appropriate report will need to be filled out and submitted (hopefully by March 1<sup>st</sup>) and Mr. Reichard is assisting with this matter.
- Mr. Henshaw reached out to be sent information about our grant applications as he is looking for different avenues to receive grant money for our projects and is trying to work through the Senate. Mr. Krantz spoke with Representative Wendy Fink about our applications as well.
- Mr. Krantz met with Mr. Klinedinst and Mr. LaTulippe to discuss getting new quotes for lab services, as well as various outside personnel being disruptive in the office, and the changes Mr. LaTulippe made to the employee handbook previously mentioned. They also went to Wells Fargo to get into the Authority safety deposit box and were denied access. The bank says Keith Kahwajy will need to come in to sign over access and the plan is to keep the contents in a safe in the basement in the future to avoid further issue.

- Kyrsten Scutta was hired to be an administrative assistant to the Superintendent and Doceo was utilized to set up her email account and computer (previously Jeff Beard's), and a printer was purchased for her office.
- Hamilton-Musser is conducting the 2022 audit. Mr. Krantz and Quantum Accounting provided requested documents and answered any questions they had. It is believed that they have everything they need, and we'll hear back from them later this year.
- A meeting with Quantum Accounting raised the issue of needing an HR company hired to assist with entering benefits and deduction information as it is beyond the scope of Quantum's work. Mr. Krantz contacted ADP and Alternative HR for quotes and suggested that Alternative HR would be the better option as they could be billed on an as needed basis rather than annually, and use our current ADP program (rather than us paying to update it) to enter the information. They are also more local and could provide onsite training if needed in addition to virtually. This will bring professional HR representatives to the Authority, in addition to resolving previously mentioned employee paycheck issues. The Authority agreed to go with Alternative HR.
- The PA Department of Community and Economic Development contacted us regarding the Edgewood Tank and Beaver Creek Raw Water projects. They requested a signed engineer's budget estimate and our Federal SAM# that was dated. All information was submitted to them.
- Mr. Krantz met with our pension manager (Thomas J Anderson) to finalize retirement paperwork for Jeff Beard and discuss options for our 457B plan, as Creative Financial has been difficult to get information from when employees request it. They also have limited investment opportunities and have trouble differentiating our plan from the Borough's. It was previously suggested that we switch from Met Life but remain with Creative Financial as managers. However, it seems switching from them altogether may be the solution, and Thomas J Anderson suggested INR. The matter will be discussed further with other pension concerns in Executive Session. We were also informed that the defined contribution employees will receive their statements within the next two months (the defined benefit employees have received their statements).
- Mr. Krantz met with Mr. Klinedinst to discuss a fire hydrant leak at Wise Avenue and Chestnut Street that the Authority repaired and billed the Borough for. There was some discussion about where the leak actually occurred, as Ms. Price understood it was between the valve and the main and could have just been shut off instead of being repaired. She mentioned that the hydrant is old, and they would rather have just replaced the hydrant than put money into old equipment. Mr. Krantz stated that we try to repair all leaks as quickly as possible (as they might backflush into our system or cause other problems), and that he understood the leak to be one that could not just be shut off or isolated. Mr. Minnich suggested moving forward we notify the Borough Public Works Director of all hydrant matters as quickly as possible (within reason). Mr. Krantz is going to investigate the miscommunication and location of the leak.
- Mr. Reichard was contacted regarding the Chapter 94 data (that we still have not submitted to Chris Toms). We still have not received the information needed from emGovPower, despite multiple requests, as they say they cannot produce such a report. A meeting is scheduled February 23, with Mr. Krantz, emGovPower, and Raybern where Raybern will explain clearly what information we need and how emGovPower can obtain it. This is for a water audit so they must provide the information.
- Our auditors suggested that Mr. Krantz meet with M&T bank due to concerns about our current bill pay process. As it stands, Mr. Krantz takes our coded bills then approves and submits them to

QuickBooks, where Quantum Accounting receives them to process and send off to M&T for ACH transfers. An additional step where Mr. Krantz approves the ACH Transfers through M&T before they are sent out has been recommended. The Authority agrees this is good business practice.

- The auditors also mentioned how low our interest rate is with M&T, so Mr. Krantz brought this up for discussion. The bank said they would look into getting us something better, but mentioned that our current system, of transferring into PLGIT, is what many of their customers choose to do. The plan is to utilize this system more efficiently after the auditors and Quantum provide an estimate of how much money needs to be in the accounts.
- Line flushing is scheduled from 4/17/23 to 5/4/23. Ms. Price requested the dates be submitted in writing but is hopeful they will work as our winter was mild. She did mention that no information was submitted to her earlier, so this will not be posted in the newsletter.
- Mr. Krantz met with Mr. Reichard, Mr. Dillinger, and Keith Smith about allowing ProPress to be considered an acceptable method of installing pipe before the meter in our Standard Specs and all agree that it should be included.
- A huge fire on February 19<sup>th</sup> that took 30 fire companies and 500,000 gallons of water to put out was brought up for discussion by Mr. Klinedinst. Mr. Krantz was aware of the fire and reached out to appropriate staff, and Brad Sprenkle went in to assist. There was initially a water volume issue when 3 hoses were connected to one main, but Mr. Sprenkle was able to get both lines running fully. We never experienced a negative pressure issue during the incident. DEP reached out and was informed of this information. Mr. Krantz is going to send a note to Rep. Wendy Fink regarding the issue, because even though the matter was handled well, we could have definitely used the Edgewood Tank that we need grant money to complete.
- Mr. Krantz plans to invite Rep. Fink to our April meeting.

**Other Business:**

- Dianne Price wanted to ensure that all our grants are filed under the Authority and not under the Borough as there has been some misaddressed mail. She also stated that now would be the time to confirm they are all correct. Mr. Krantz believes Entech has corrected this issue.
- The Authority has decided to clean out some stored items including pipe that the Borough has expressed interest in purchasing. Mr. Krantz is going to put an offer for the pipe in writing to submit to the Borough. Mr. Klinedinst said we would sell it to them at cost/the same as a junkyard would offer to scrap it. Ms. Price said she is probably interested in the pipe, but not any stored fire hydrants.

**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.

**Adjournment:** Mr. LaTulippe made a motion to adjourn the meeting and Mr. Henshaw seconded. The meeting was adjourned at 8:16 p.m. The Authority then went to Executive Session.

**Executive Session:** Nothing was voted on during the Executive Session and it adjourned at 8:50 p.m.

Respectfully Submitted by Kyrsten Scutta