

**Red Lion Municipal Authority**  
**Meeting Minutes**  
**Wednesday February 28<sup>th</sup>, 2024**

**Members Present**

Dennis Klinedinst-Chairman  
Kelly Henshaw- Secretary  
Chris Minnich- Asst. Sec./Treasurer (zoom)

**Others Present**

John Krantz-Superintendent  
Cory Dillinger-Solicitor  
Rebecca Mason (Entech)

**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. Gary LaTulippe were not present due to illness.*
- Mr. Henshaw made a motion to approve tonight's agenda and Mr. Minnich seconded. All were in favor and the motion carried.
- Mr. Klinedinst had a correction to the minutes from January 24<sup>th</sup>, 2024. It should read that Mr. Henshaw was nominated to be Secretary, and Mr. Minnich was nominated to be Assistant Secretary/Treasurer.
  - ❖ Mr. Henshaw made a motion to approve the minutes from the RLMA Meeting on January 24<sup>th</sup>, 2023, with those corrections 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 were no new connections.

**Water & Sewer- New Business:**

- **M&T Bank Universal Banking Resolutions**
  - All Authority Board members and Mr. Krantz need to sign to have current signatures on all accounts (employees and members who have left have been removed).
  - The PENNVest account and Edgewood Tank Surcharge account will also need signatures to be opened.
- **Quantum Accounting**
  - We have been notified our accountants are raising their rate 100% from \$2,500/month to \$5,000/month. The Board agreed this is extremely high, especially when some of their duties have been transferred to Alternative HR.
  - Mr. Krantz is going to bring quotes for the Authority to review at the next meeting.
- **Entech Work Order – Lead & Copper Service Line Inventory**
  - Entech provided a quote to identify the lead service lines (due by October 2024). They have a mathematical system to help narrow down areas for eventual replacement.
  - They will be requesting information from CS Davidson to do a records review using data we have from meter replacements and focusing on houses built before 1991.
  - DEP has been unclear on who will be responsible for the cost of replacement, but we suspect that grant money will be provided.
  - Mr. Henshaw motioned to approve the work order for \$20,000 and Mr. Minnich seconded. All were in favor and the motion carried.

- **Aldi Water Main Extension**
  - After much confusion, ALDI confirmed all the appropriate parties that need to be listed on the agreement and finally sent back the original signatures.
  - Mr. Dillinger just needs the agreement signed and the original given back to him to be properly recorded.
  - Mr. Henshaw motioned to sign the ALDI Water Main Extension Agreement and Mr. Minnich seconded. All were in favor and the motion carried.
  - Mr. Dillinger will further discuss ALDI dedicating the lines to us soon.
- **Distribution of Statements of Financial Reporting Forms**
  - Mr. Krantz distributed financial reporting forms to everyone who has yet to complete them. They will be returned to him this week.
- **Rules and Regulations Updates**
  - MPL and Entech are in discussion about updating various things the Board has addressed such as deduct meters, ProPress, hiring plumbers to fix leaks, etc.
  - The discussion of the Borough's fire hydrants is tabled for now as there are too many other things going on for both parties.
- **Village Walk Development**
  - Mr. Dillinger stated that the developer for this project believes this pumping station will need to be dedicated to RLMA to be properly permitted (according to DEP).
  - Mr. Dillinger and Ms. Mason also believe this to be true (although we need to be pointed to the exact DEP regulation requiring this) as there is no guarantee of recourse available if something goes wrong and a developer owns the pumping station.
  - Ms. Mason also stated that CS Davidson had a caveat in their original report with Village Walk that said if RLMA were to take the station, further review would be required (giving us the ability to ensure it is up to our standards).
  - It is unclear if the developer or their engineer has reached out to RLMA in the past, but it is suggested that a meeting now occur to go over all the details.
- **Kensington Development**
  - RLMA sold the developer for this project (4) curb boxes to help complete the repairs we deemed necessary before allowing dedication of their service line.
  - Mr. Dillinger is going to begin preparing the dedication paperwork while the repairs are being finished. Once they are done and inspected by RLMA we can accept dedication.
- **Water Allocation Report (DEP)**
  - To be discussed in Exec. Session (including Mr. Krantz' discussion with Mr. Missimer).

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

- **PENNVest Loan**
  - The loan closed (for \$ 4,724,909) and the disbursement call is scheduled for 3/1/24 with Mr. Krantz and Ms. Natalie O'Connor attending.
- **Solar Renewable Energy (SRE)**
  - Windsor is still in the process of drafting this agreement and Mr. Dillinger stated that with everything we have going on, it's best to wait until they are further along before we dive into this project.
  - There will be a hearing at some point that we can attend during the process, which will get us involved enough to know if our lot will be able to be used for solar as well.

- **RTK Request**

- We received a right-to-know request to provide a list of all our customers' addresses on the water shutoff list. We denied this request and have not heard back since.

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

- **Transition Meeting with CS Davidson**

- This process is still underway. Ms. Mason is going to send Mr. Krantz a list of items she needs in case he has them (so we don't have to wait for CS Davidson to reply).

- **Turbidimeter Replacement**

- Entech secured the construction operation permit. The language was confusing about when the new turbidimeters could be turned on, but after conferring with DEP we confirmed that as soon as the new ones are received the old may be turned off.
  - DEP will then come and inspect them.
- Mr. Krantz added that we are in the process of getting prices to replace the (5) turbidimeters required at the treatment plant (approximately \$3,200/meter).
  - We are putting them in ourselves, but then we will contract someone to tie them into the SCADA after.
  - Mr. Henshaw motioned for Mr. Krantz to purchase the DEP approved turbidimeters and Mr. Klinedinst seconded. All were in favor.

- **Edgewood Tank Replacement**

- We are waiting for an official construction schedule from the contractor. Ms. Mason heard from the contractor earlier today, however, and was informed they are planning to start in the 3rd or 4<sup>th</sup> week of March with their erosion and sedimentation control and tank demolition.
- The third week of March will be a pre-con meeting. RLMA will let Entech know of any particular people they want to be invited.
- After that meeting, with all approvals and submittals taken care of, the contractor plans to mobilize July 8, 2024.

- **Pump Station B Elimination**

- Mr. Krantz sent Entech a denial letter from DEP because they want us to perform an "Act 537" special study before completing this project. We would also need to contact DEP for a pre-planning meeting.
- This project was originally to be completed by CS Davidson (as they had already started), but this response from DEP basically means we start over. The Board agreed to have Entech complete this project now.
- An "Act 537" study is to prove that this pump station can be removed from our system, and we will still have adequate flow and capacity (with the station moving to gravity).
  - A full assessment of the area will be conducted, but there are fewer than 100 EDUs so it should be an easy process.
  - Before the in-depth study, Entech will double check that this pumping station is feasible to be turned into a gravity line.

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

- Mr. Krantz filed all necessary reports for January 2024.

- The money to purchase the 1000 ¾” meters was transferred from the PLGIT Prime account (\$325,000). Statements for the accounts were distributed to the Board.
- We renewed our cyber insurance with Cowbell. Mr. Krantz is going to have Doceo review our policy to make sure everything necessary is covered.
- Mr. Krantz sent a letter to Ms. Jennifer Gunnet at Windsor Township (per her request) detailing the number of EDUs RLMA discharged into their system from the Mia Brae (Rexroth) commercial property.
- Somebody hit the flagpole on the square causing enough damage to need replacement. After submitting a claim through insurance, it only cost \$500.00 for the new pole. We were unable to identify the individual who hit the pole with cameras and Facebook.
- The Annual Waterline Flushing is 4/15/24 to 5/1/24. It will be posted in the newspaper, on the sign in the square, and on the next water bill, as well as locations being updated on the website through the process.
  - We no longer have the old auto-dialer that we used to notify people of events such as these. An updated version will be set up with the new utility billing software (CUSI).
- We received the (3) meters from Metron-Farrier that we will install, and they will then connect to the cellular network and set the software up.
  - Windsor Borough did agree to pay for half of this \$9,000 project.
- Electronic Systems Installers (ESI) sent over a quote to become our primary fire protection system. The initial cost of installing their system will be high, but the annual rate from then out will be significantly lower than our current provider (Johnson Controls).
  - Our back building already uses ESI with great results.
  - Mr. Henshaw motioned to switch to ESI at a cost of \$28,395.25 up front and Mr. Minnich seconded. All were in favor and the motion carried.
- Mr. Paul Slonaker (our newest hire) is going to be working with Entech on the Lead Service Line Identification project. He has been doing a great job. He was going to be introduced at this meeting but was unable to attend.
- Our 2023 Audit with Hamilton Musser is complete. It went well and there were no issues.
- The February Monthly Safety Committee meeting was held, and various issues were discussed such as changes to General Dynamics meters, upgrades to the Fairmont Tank after the completion of the Edgewood Tank, new tires for the WTP ATV, and attending the Susquehanna Municipal Trust Safety Seminar (via zoom).
  - The safety seminars are signed off by all attendees and if RLMA continues to participate we will receive a discount on our insurance for having a certified safety committee.
- Mr. Krantz completed the Chapter 94 Municipal Waste Load Management report and submitted it to CS Davidson who will then submit it to DEP and Springettsbury Township.
- PA Department of Labor and Industry showed up to inspect our elevator and it was out of compliance. We scheduled an inspection that was completed earlier today.
- A squirrel caused a fuse to trip at Station B and Heim Electric was able to repair it.
- Mr. Krantz notified Mr. Keith Smith that everyone must be informed that all overtime must be noted in writing in our payroll app (with details of times and reasons).
  - Overtime will not be approved otherwise.

- The property at 553 S. Main Street is one of those that has one shutoff valve feeding two properties. These customers were somehow overlooked when notification letters (that this issue needed to be corrected) were sent out a few years ago. They are currently trying to sell.
  - Mr. Krantz suggested the seller disclose this to the buyer and work it out amongst themselves that within a year this property will need to be updated with separate lines.
    - We would much prefer this rather than holding up the closing of the sale.
- We are set to switch from ADP to Paylocity for payroll next month.

#### **Other Business:**

- **Amphitheater Construction**
  - Mr. Klinedinst noted that he agreed if the developer taps into the Rec. Center, they will not be charged a tapping fee. Mr. Krantz also stated that we will be running the line and charging the Borough normal rates for materials and labor.
  - Mr. Dillinger suggested that we memorialize this agreement in some way, and after discussion the Board agreed RLMA will provide a quote that can be taken to the next Borough Council meeting.
- **PENNVest reimbursement**
  - Mr. Krantz reminded the Board that any money paid toward Edgewood Tank costs up front will be reimbursed to ourselves when we get the loan money.
- **Motor Technology**
  - Mr. Klinedinst questioned paying for vibration analysis (it is costly). Ms. Mason said it is a good back-up to be able to show DEP we are monitoring and maintaining our equipment.
  - Mr. Krantz suggested we could keep better records to be able to provide this proof. Until then, he is going to gather quotes for other companies providing this service.

#### **Statement and Bill Approval:**

- Mr. Henshaw 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 personnel, litigation, and other noted matters at 8:07 p.m.

**Adjournment:** The Authority reconvened from Executive Session at 8:22 p.m.

Mr. Klinedinst adjourned the meeting at 8:23 p.m.

*Respectfully submitted by Kyrsten Scutta*