

**Red Lion Municipal Authority**  
**Meeting Minutes**  
**Wednesday July 26th, 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- Recorder

**Meeting Agenda/Minutes:**

The meeting was called to order at 7:00p.m. The pledge was recited before the RLMA-DYWA Joint Meeting that preceded. Mr. Minnich made a motion to approve tonight's agenda and Mr. LaTulippe seconded. All were in favor and the motion carried. Mr. Minnich made a motion to approve the June 28, 2023, meeting minutes and Mr. D. Reichard seconded. All were in favor and the motion carried.

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

**Connections Report:** there were 2 new connections.

**Visitors:** None.

**Water & Sewer- New Business:**

- **2022 Audit**
  - The finalized copies of the audit were distributed to the Board. Mr. D. Reichard motioned to approve the 2022 audit as submitted by Hamilton-Musser and Mr. Minnich seconded. All were in favor and the motion carried.
- **Solar Renewable Energy**
  - Mr. Krantz and Mr. Klinedinst visited the rice paddies with SRE to see if it is a viable site for solar panels. It was determined that considerable work will need to be done to the site before installation could occur. This will include some tree removal, grading, leveling the dredging pit, etc. The site will work though and could house enough panels to produce double the electricity needed to power the plant.
  - There is also some discussion about where to take dredging in the future and Mr. Klinedinst volunteers his farm. Mr. J. Reichard says there will be some logistics to work out and it will require an NPDES permit.
  - SRE is also going to investigate the potential for us to use existing MetEd poles to get the electricity across the water and back to the plant.
  - Mr. LaTulippe wants to make sure we have a complete cost breakdown and that this will be worth the money in the long run. There is also considerable discussion about other work needing done to the area from a general maintenance standpoint to preparing for installation.
  - Mr. Dillinger informed the Authority that this project is probably going to be on the backburner for a considerable amount of time, as a similar project submitted through Windsor Township hit some issues from the zoning perspective. They applied via special exception and were denied and are now in the appeals process. Mr. Dillinger stated that it would be wise to wait until this matter is resolved before we apply. He is going to talk to the Windsor solicitor and keep us posted.

- **PENNVest Loan**
  - DN Tanks informed Mr. Krantz that if we want the Edgewood Tank replacement project to be completed in 2024, we need to get on their schedule very soon.
  - Mr. Krantz attended Rep. Wendy Fink’s First Friday event to discuss the status of the DCED grant money. She informed him that due to a budget impasse, the PA Senate has recessed until September, so the earliest we could be awarded any funds is upon their return.
  - Mr. Krantz then contacted PENNVest who informed him that if an application for a loan is submitted by August 2<sup>nd</sup>, it could be approved in time to meet the 2024 deadline.
  - Entech informed us that they could have a proposal together in time and that DEP issued us a Categorical Exemption to waive the need for an environmental study as this project is a direct replacement of previous structures.
    - The Public Notice for this project’s loan application was published in the York Daily Record today (7/26/23) for a 30-day comment period.
    - Mr. D. Reichard motioned to authorize Mr. Krantz (through Entech) to submit for a loan from PENNVest (for the Edgewood Tank and Greenbranch Generator) by August 2<sup>nd</sup>. Mr. LaTulippe seconded, and all were in favor.
  - Mr. Dillinger informed us that if we receive any DCED grant money after receiving a loan from PENNVest, they will take that amount off the loan.
  - Mr. J. Reichard suggested we ask for a debt amortization schedule from PENNVest to stay aware of how we are going to move money and raise funds to pay back the loan.
  - There are other projects we have upcoming (such as the Beaver Creek Raw Water Transmission Line replacement) that could not be included in this loan application as we have not yet received DEP permitting for them.
- **Bulk Water Permit**
  - DEP noted at our latest inspection that we do not have a permit (\$1,000.00 annually) to sell bulk water to walk-in customers. This matter was discussed at the RLMA-DYWA joint meeting, and it was determined we will discontinue this service.
- **Barrasso Excavating**
  - Mr. J. Reichard submitted a request for the final payment to Barrasso Excavating that was held in retainage until vegetation was fully restored.
  - Mr. Klinedinst questioned some overall numbers and Mr. J. Reichard was able to provide a better understanding of the billing breakdown.
  - Mr. Krantz noted that some of the decisions made (in the field) should have been through an official change order, as discussed with the previous Board. In the future, this will be the process, rather than just discussion amongst work crews.
  - Mr. LaTulippe motioned to pay the \$2,512.50 to Barrasso Excavating and Mr. Minnich seconded. All were in favor and the motion carried.
- **Watershed Weekend**
  - The event will take place this year on **Saturday, September 16<sup>th</sup>, 2023**, as discussed in the RLMA-DYWA joint meeting.
  - Information will be sent to Dallastown for their newsletter, as well as to both Red Lion and Dallastown Area School Districts.

- A rain barrel will be on display to advertise their sale, as well as a board displaying all our current projects.
- **Kamstrup Promulgation Study**
  - The potential for a joint project with Dallastown to install antennas and read meters remotely was discussed at the RLMA-DYWA meeting that preceded.
  - Mr. Krantz informed the Board that before he took over as Superintendent, the first 1800 meters Kamstrup installed did not have the AMI capability required to read remotely.
  - There is some discussion about why this may have occurred, but nobody is certain. Mr. Klinedinst plans to bring this matter to the attention of the salesperson we had through Kamstrup. Ideally, we would be able to sell these meters back and replace them, resulting in one working system.
  - Mr. Krantz plans to have a better overall idea at the September meeting.
- **PMAA Conference**
  - Mr. LaTulippe motioned to send Mr. Krantz to the PMAA Conference in the Poconos, and Mr. D. Reichard seconded. All were in favor.
- **Utility Billing System**
  - Mr. LaTulippe joined Mr. Krantz, Ms. Heather Grove, and Ms. Tammy Heffner to review three different potential utility billing companies (Cusi, Muni-Link, and Edmunds).
  - He noted that comparing the companies is a bit confusing, with different pricing structures and terminology, but after sorting through everyone agreed that either Cusi or Muni-Link would best suit RLMA's needs.
  - More in-depth presentations are scheduled to narrow it down to just one. Mr. LaTulippe notes that they all have pros and cons and plans to make sure we get the best system for our employees and our customers.
- **Next year's RLMA-DYWA Joint Meeting**
  - Wednesday, July 10<sup>th</sup>, 2024, at 6:30pm in Dallastown.

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

- **Intermunicipal Agreement**
  - Mr. Dillinger provided a draft of the agreement to the Board. There are still a few outstanding issues to work out with Windsor Township's Solicitor such as the naming of the pump station. RLMA calls it the E. Prospect Road Pump Station and Windsor calls it the Freysville Road Pump Station.
  - The only other issue is a paragraph stating the max number of gallons to go through each other's pump stations. After some discussion, Mr. J. Reichard believes it's just a cautionary clause that can be worded to say neither side can overload the system, and any new flows will result in a flow analysis ahead of time.
  - Mr. Dillinger said Windsor passed the agreement "in principle," and asks if the Board is willing to do the same – with the above changes to be noted.
  - Mr. D. Reichard motioned that RLMA is comfortable with the agreement as is, including the changes mentioned, and Mr. LaTulippe seconds. All were in favor, and Mr. Dillinger will have a copy to be signed at the next meeting.

- **Water-Sewer Permit Application**

- Mr. Dillinger updated the Authority that he is almost finished with the application wording but wants to be sure everything is in order.
- He added language that includes paying a tapping fee and a reasonable monthly water charge for non-compliance within the hook-up time. He also added that the agreement will be memorialized as a restriction against the property (with the permit as an exhibit) in case ownership changes before water hook-up would be required.

- **Library Road**

- Mr. Krantz and Mr. Klinedinst met with Kinsley Engineering onsite and came to an amicable conclusion. Kinsley stated that they were unaware of the state of the road and will be fixing it for us. Mr. Dillinger noted that Kinsley will send an email once the work is complete, along with a written statement certifying there are no pins left in the road in case of future construction.
- Previous issues with the easement agreement for this area are going to be remedied.

**Engineer's Report: (Jason Reichard)**

- **Beaver Creek Raw Water Transmission Main**

- CS Davidson has been requested to move forward with the survey and design.

- **Windsor Borough Master Meter Remote Reading**

- Mr. J. Reichard received the feasibility study from Keystone Engineering Group earlier in the day and plans to have it ready for the Board at next month's meeting after he has a chance to review it. The engineering cost for this effort was approximately \$1,250.00.

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

- Mr. Krantz submitted all the reports for June 2023. Our Consumer Confidence Report was also sent and accepted by DEP.
- We received an AED Unit for the maintenance service truck that was paid for by the Susquehanna Municipal Trust Grant we received last year. The grant (which is almost guaranteed to be awarded) pays for new safety equipment and the application is due soon. Mr. Krantz is going to consult with Mr. Keith Smith about what new safety equipment we need.
- There is some discussion about the need to bond Woodbridge Road during the Edgewood Tank Construction Project to prevent damage.
  - Mr. Dillinger consulted Mr. J. Reichard on the matter, who stated this is not a common practice and would most likely be unnecessary. They would like to reach out to Windsor Township as a courtesy to see if they have an opinion on the matter.
  - Mr. Klinedinst expressed concern for potential concrete spillage on the road. This happened at another location in Red Lion, and if not cleaned up right away can leave long-lasting effects.
  - Discussion will continue after meeting with Windsor Township.
- RLMA hired a full-time plant operator after a search for a part-time employee was unsuccessful. He is a graduate of Thaddeus Stevens with his Distribution license and will obtain his Treatment Plant license within 2 years.
- The DEP Water Treatment Plant inspection report we received, and they are concerned about the coating on Fairmont Tank. Mr. Krantz stated that we have never coated the inside of the tank, and

the coating on the outside was noted to be chipping by DEP. He informed them that after Edgewood Tank is constructed, we will be able to perform necessary repairs on Fairmont Tank.

- He is also revising the Lead & Copper sampling, Total Coliform Rule sampling, and Uninterrupted System Service plans and will send that information to DEP.
- Our Sensus Meters have been malfunctioning and we have been unable to read them remotely. Mr. Krantz troubleshooted with Mr. Brandon Mundy and Mr. Jacob Tome to determine it was a bad cable. Since replacing the cable, everything has worked fine, and we have more in stock.
- Mr. LaTulippe is taking over as Chairman of the Source Water Protection committee. Mr. Skip Missimer will remain on as a member.
  - Mr. Kurt Wagner at PA Rural Water provided several brochures for us to display on our website. He is also working on a story map for us to display as well.
- The RLMA office has been consistently losing internet service over the past few months. Comcast came out and replaced our modem and performed a check of the whole system which will hopefully solve the issue.
  - We also eliminated our PRI account and (4) unused numbers in the office to lower bills.
- DN Tanks came to meet with Mr. D. Reichard, Mr. Klinedinst, Mr. LaTulippe, and Mr. Krantz regarding the Edgewood Tank construction. They were very informative and provided models for the work to be completed. They say we need to get our PENNVest application done quickly to make their schedule for 2024.
  - We were also awarded a Categorical Exemption from DEP for an environmental study of this project.
- Thomas J. Anderson provided the Defined Benefit Pension Plan Statements, and they were delivered to the employees covered.
- Mr. Krantz received a customer complaint from 302 Forest Hills Road in Sutton that our water made them sick. A complaint was also posted on our Facebook page. Upon speaking with the customer, Mr. Krantz informed them that we have had no other complaints and to have the hospital contact us if they believe the water to have been the cause. We have heard nothing since.
- Hamilton Musser submitted the DCED report to the state of PA after delivering our audit.
- Our upcoming loan application for projects was advertised in the York Daily record on July 26<sup>th</sup>.
- Three candidates were interviewed for an Administrative Assistant position by Mr. Krantz, Ms. Heather Grove, and Ms. Tammy Heffner. All the candidates were very qualified and the three of them were able to choose one who starts August 14<sup>th</sup>.
  - We are also going to hire our current temporary Administrative Assistant full-time when she is released from her contract with Express Employment Services.
- We held a quarterly safety meeting with Murray Insurance in attendance on 7/17/23. To receive \$1,500.00 annually in savings, such a meeting would need to be held monthly.
  - Mr. Krantz is going to research the best way to ensure we have a safe work environment.
- The transfer switch on the Country Club Hills pumping station failed on 7/19/23 and Mr. Krantz contacted Martin Energy to fix it. After determining a coil had burnt up, they ordered the necessary parts to replace it which was completed earlier today.
  - Martin Energy is going to be providing quotes to service all our generators annually, as well as providing a list of parts we should keep in stock for faster repairs.
  - They are also Co-Stars certified and will quote us a price for the Greenbranch generator, rigging, installation, and start up as well.

- Mr. Chad Arnold provided fire extinguisher training to all our office employees. It was very successful and informative; Mr. Arnold did a great job!
  - Red Lion Borough staff were invited to attend this training as well.

**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.

**Executive Session:** The Authority moved to Executive Session to discuss personnel issues among other matters at 8:38 p.m.

**Adjournment:** The Authority reconvened from Executive Session at 9:08 p.m.

- There was a vote to ratify the hire of Isaiah Rosario as a Plant Operator I. All were in favor.
- There was a vote to ratify the hire of Brechet Frank as an Administrative Assistant. All were in favor.
- There was a vote to authorize the future hire of Ashanki Regis Manley as an Administrative Assistant. All were in favor.

Mr. Klinedinst adjourned the meeting at 9:10 p.m.

Respectfully submitted by Kyrsten Scutta