

Red Lion Municipal Authority
Meeting Minutes
Wednesday August 23rd, 2023

Members Present

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

Others Present

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

Visitors:

Steve Foote	Bob Frutiger
Bob Searer	Tina Frutiger

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00p.m and the pledge was recited.
- Mr. Henshaw made a motion to approve tonight’s agenda and Mr. LaTulippe seconded. All were in favor and the motion carried.
- Mr. LaTulippe made a motion to approve the minutes from the joint RLMA-DYWA meeting on July 26, 2023, and Mr. Minnich seconded. All were in favor and the motion carried.
- Mr. Minnich made a motion to approve the minutes from the RLMA meeting on July 26, 2023, and Mr. LaTulippe 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.

Visitor Matters:

Mr. Steve Foote (with Foote Property Management, LLC) and Mr. Bob Searer were present with questions regarding a flood easement agreement from 1989. Mr. Foote wishes to purchase property from Mr. Searer at 1446 Prayer Mission Road in Lower Windsor Township. However, the easement states that no new permanent habitable structures may be erected on the property. Any that already exist are allowed to stay. Mr. Foote is concerned about how this will affect his future property. Mr. Dillinger clarified a few of the questions being raised:

- First, the agreement is very vague, and we are not sure if a mobile home constitutes a permanent structure as it could be moved in the event of a flood.
- Second, we need to speak with DEP to get a better understanding of their requirements in this situation.
- Mr. Dillinger and Mr. J. Reichard also brought up the redesign recalculation (from the dam breach analysis) that we submitted to DEP four months ago that does in fact reduce the affected flood area. We have yet to hear if DEP has accepted this.

The Authority is not opposed to assisting in this matter, but it is stated that we will need time to investigate and gather information. It is noted that Mr. Foote is on a due diligence time crunch, but he said he and Mr. Searer will see what they can work out. Mr. J. Reichard also clarified that this easement agreement is different than a FEMA 100-year flood plain.

- There is a question about the cost of these negotiations and Mr. Foote stated he is willing to pay for the cost to have our solicitor negotiate this matter.
- Mr. Minnich made a motion to authorize Mr. Dillinger to further investigate the easement agreement and Mr. Henshaw seconded. All were in favor and the motion carried.

Water & Sewer- New Business:

- **Resolution 2023-8**
 - This is a resolution to submit a Financial Assistance Application to the Pennsylvania Infrastructure Investment Authority (PENNVest).
 - Mr. Henshaw motioned to pass Resolution 2023-8 and Mr. Minnich seconded. All were in favor and the motion carried.
- **Resolution 2023-9**
 - This is a resolution declaring intent to reimburse interim funds used to pay the water project costs and submit a Letter of Responsibility to the Pennsylvania Infrastructure Investment Authority (PENNVest).
 - Mr. LaTulippe motioned to pass Resolution 2023-9 and Mr. Minnich seconded. All were in favor and the motion carried.
- **Second Floor Rent Increase**
 - The Authority brought to the table for discussion raising the rent for the second floor at 11 E. Broadway by \$500.00 (from \$1,500.00 to \$2,000.00 per month). Mr. Minnich suggested we wait until the first of the year and everyone agreed. We will need to give a minimum of two months' notice according to the lease.
 - Mr. Henshaw motioned to raise the rent as of January 1st, 2024, with notice to be given no later than October 1st, 2023. Mr. LaTulippe seconded, and all were in favor. Mr. Klinedinst suggested we notify the Borough as soon as possible.
- **AMI Meters**
 - Mr. Krantz will have more of an update from Kamstrup about the meters installed without AMI capability at the next meeting.
 - He also mentioned a new program offered by Amazon, where a register they provide can be placed onto a meter and make it AMI capable. They then transmit the readings via Amazon Sidewalk, and he thinks it is a good backup option if Kamstrup is unwilling to correct the issue. RLMA will be receiving 3 of these registers as a trial.
- **Cross Easement Agreement between Kaltreider-Benfer Library and RLMA**
 - Mr. Dillinger brought to the Authority's attention that while this agreement (that he discovered when the Library Road repairs were being discussed) was signed by everyone when it was written, Stock and Leader never actually recorded it. RLMA, the Borough, and the Library are all re-signing and this time it will be properly recorded.
 - Mr. LaTulippe motioned to accept and sign the agreement and Mr. Henshaw seconded. All were in favor and the motion carried.
- **Edgewood Tank Project Bid**
 - Mr. Krantz requested a motion to advertise the Edgewood Tank project for bid.
 - Mr. Henshaw made the motion and Mr. Minnich seconded. All were in favor.
- **Greenbranch Generator**
 - Mr. Krantz provided the Board with three quotes for different brands of generators, all to be installed by the same company. After some discussion, Mr. Krantz and Mr. Klinedinst both expressed that they have been very satisfied with Cummins generators in the past.
 - This generator would be bought, installed, and maintained through the same company (Martin Energy). There will be a separate quote for masonry and a new door mechanism.

- The lead time on any of the generators is approximately 60 weeks. Mr. Klinedinst asked Mr. Krantz to call to discuss options like a 2% price reduction or a free rental generator if they cannot deliver on time.
- Mr. LaTulippe motioned to order the Cummins generator and Mr. Minnich seconded. All were in favor and the motion carried.
- **Damaged Windows in Authority Maintenance Building**
 - Three separate quotes were provided to the Authority for review to replace windows. After some discussion, the Board decided they want more information from each company to make sure they are comparing apples to apples and getting what they want.
 - Mr. Henshaw motioned that we table this matter until we have more information. Mr. Minnich seconded, and all were in favor.

Solicitor's Report: (Cory Dillinger)

- **Connection Agreement Update**
 - Mr. Dillinger finalized the Water-Sewer permit application to include language allowing a customer to hook up to sewer only and then later hook up to water (with repercussions listed for failure to comply).
 - The customer in question decided to make the repairs necessary to hook up to water now and will no longer need to go this route.
 - Mr. Klinedinst suggested we charge a fee up front next time to have a solicitor prepare such a document, but Mr. Dillinger assured him that the document is now ready for use in the future and will require minimal work going forward.
- **Solar Renewable Energy**
 - Mr. Dillinger informed SRE of the pending appeal in Windsor Township.
 - Mr. LaTulippe asked if there would be any conflict of interest in the future with Mr. Craley being involved with Windsor Township Zoning as well as the Red Lion Borough, and Mr. Dillinger stated that there would not.
- **Intermunicipal Agreement with Windsor Township**
 - Everything is still on track for this agreement to be finalized as soon as the Windsor Township Solicitor receives signatures from their Board.
- **Beaver Creek Monitoring Update**
 - Mr. Krantz provided Mr. Dillinger with the data from July and August, and this should now be enough for Mr. Dillinger to discuss the water allocation permit issue with DEP.

Engineer's Report: (Jason Reichard)

- **Windsor Borough Master Meter Remote Reading**
 - Mr. J. Reichard presented a basic summary of the preliminary engineering report for the meters in this project (from KEG).
 - Option 1 (~\$40,000) Metron-Farnier meters with cloud-based meter reading
 - Option 2 (~\$75,000) Sensus meters with cellular meter reading
 - Option 3 (~\$65,000) Master Meter meters with cellular meter reading
 - The Board asked various questions about the reliability of cellular service and the threat of lightning to the antennas involved that Mr. J. Reichard addressed.

- Mr. LaTulippe asked for Mr. J. Reichard's recommendation, and while he said he is partial to the cellular systems that keep all the data in one location - he suggested running the different options by the operators to get their opinions (which Mr. Krantz will do).
- Mr. Klinedinst wants to discuss this project with Windsor Borough once we have discussed the details necessary to make a choice.
- Mr. J. Reichard also mentioned that some money could potentially be saved by RLMA performing the work, as these quotes have other companies installing meters.

Superintendent's Report: (John Krantz)

- Mr. Krantz submitted all necessary reports for July 2023.
- Martin Energy was able to repair the damaged transfer switch at the Country Club Hills Pumping Station. This switches between utility power and a generator and is required by law.
- RLMA sampled the Cl2 residual at the water main extension installed by Aldi and it failed (it was less than 1.0 mg/l). We believe the reasoning may be because the sample sat too long over the weekend. They are going to disinfect the main again and notify us when they are ready to be retested and have further samples submitted to LABS, Inc.
- We received a Notice of Violation (NOV) from DEP stating that we missed our second quarter sample for alkalinity. Mr. Krantz then called LABS, Inc. to ask why it was never reported because we did, in fact, take the sample. Due to a chain-of-custody discrepancy, the sample ended up being reported incorrectly into DEP's system. After both RLMA and LABS employees submitted explanations, DEP marked it as a clerical error and the NOV was dropped.
- Entech provided confirmation that they submitted our PENNVest loan application on 8/1/23.
- In 2015, RLMA informed all customers whose properties share a curb-stop with another customer (only one shutoff for two water lines) that a new service line with a separate curb-stop needed to be installed per our updated Rules and Regulations.
 - One such customer is selling their property with a joint curb-stop, and we informed the settlement company that a new service line with its own curb-stop would need to be installed before the property could be sold. The customer was notified of this via US Mail and Certified Mail in 2015 but claimed that they were never informed and became quite belligerent.
 - The buyer was appreciative that the issue was brought to light and insisted it be taken care of before closing.
 - After conferring with our solicitor, we informed the realtor that money could be put into escrow to cover the cost of installation (after closing) so the seller would be able to afford to replace the line.
 - We are going to send new letters out to all remaining properties like this to emphasize the requirement on separating the service lines.
- The display screen on the VFD that controls the Beaver Creek Pump is broken. Heim Electric replaced it, but this did not resolve the issue. They recommend a new VFD, new panel, and new soft start that will cost around \$60,000. Mr. Krantz recommends we replace the VFD now (around \$12,000) and then budget for the other two parts next year.
 - The VFD is necessary to keep the motor steady and fixing this will reduce overtime calls to come in and reset it.

- Mr. Minnich motioned to purchase a new VFD for approximately \$12,000 and Mr. Henshaw seconded. All were in favor and the motion carried.
- PIRMA provided a quote for liability insurance that is up 5% from last year. We are waiting for a quote for property insurance through them (which we currently receive through Kocman).
- Mr. Krantz met with Quantum Accounting to review how things have been going as well as to start gathering budgetary numbers. We will then begin to work with Mr. J. Reichard to have a budget ready for the October meeting.
- Drue Honz with Raybern was able to help Mr. Krantz coordinate a meeting with the two remaining utility billing software vendors we are still interested in for the beginning of October. Mr. Krantz, Mr. LaTulippe, Ms. Heather Grove, and Ms. Tammy Heffner will attend.
- We had 42 delinquent accounts on shutoff day and expect the number to continue to go down since implementing the delinquent bill fee.
- General Dynamics provided 12 rain barrels for us to sell, and they are in the process of making more. The sale of these barrels has been quite successful.
- Mr. Krantz has a meeting scheduled with Core & Main to discuss AMI reading of the 1,700 meters installed without this capability. He is also looking into an option through Subeca, which uses Amazon Sidewalk to make meters AMI capable.
- We contacted DN Tanks and Entech Engineering about the importance of advertising the Edgewood Tank Project for bid for it to be completed in 2024.

Other Business:

- **Budget and Water Rates**
 - Mr. Klinedinst mentioned that it is time to start talking about the 2024 budget and different options available to pay for the Edgewood Tank. He is in favor of adding a \$5.00 monthly fee to everyone's bill that will stop as soon as the tank is paid for, instead of raising the monthly water rate. The Authority will be discussing all options soon.
- **Wise Avenue**
 - A sewer ditch settled and thus needs to be dug out down to the pipe and repaired. Mr. Dan Shaw met with Mr. Krantz to discuss scheduling a meeting where he and some Authority members can go investigate, along with Mr. Jeff Shue. The plan is to complete the work in tandem with the utility companies, so we only need to dig once. The Authority will pay to pave the portion of the road we utilize.
- **Our Watershed Weekend event is September 16th from Noon-4pm.**

Statement and Bill Approval:

- Mr. LaTulippe 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 personnel issues among other matters at 8:36 p.m.

Adjournment: The Authority reconvened from Executive Session at 9:06 p.m.
Mr. Klinedinst adjourned the meeting at 9:07 p.m.

Respectfully submitted by Kyrsten Scutta