

Red Lion Municipal Authority
Meeting Minutes
Wednesday, February 23rd, 2022

Members present

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

Others present

John Krantz, Superintendent
Jeff Beard, Asst. Superintendent
Cory Dillinger, Solicitor
Jason Reichard, Engineer (via Zoom)
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Mike Poff
Bob & Tina Frutiger

1. The meeting was called to order @ 7:00p.m., followed by the pledge to the flag.
2. **Review & approval of tonight's agenda**—Mr. Missimer stated two items/revisions need to be added to tonight's agenda:
 - Review bids & award contract for the South Camp Street Water Main Replacement Project
 - Review quotes for the installation of the fire & smoke detection system in the Maintenance Building & if desired, award the contract.With the two additions, Mr. Klinedinst made a motion to approve tonight's Meeting Agenda; Mr. Minnich seconded. All were in favor; motion carried.
3. **Approval of Meeting Minutes**—Mr. Henshaw made a motion to approve the January 26th, 2022 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
4. **WATER USAGE & CONNECTIONS REPORT**—Historically, the information for these two reports is compiled the day the meeting agenda is completed, but that leaves several days' worth of data left in the month that is unknown until next month's meeting. To simplify things & to keep the data organized, Mr. Missimer suggested the entire previous month's data be reported at the following month's meeting. For example, February's data will be reported at the March RLMA Meeting & so on. The Board agreed.
5. **VISITORS**—At this time, Mr. Missimer presented Michael Poff with a Certificate of Appreciation for his years of dedication to the Red Lion Municipal Authority from 2007-2021. Mr. Missimer said it was a pleasure to work with Mr. Poff & the Board and staff (past & present) appreciates all his time & work toward the good of the Authority.
6. **WATER & SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Cory Dillinger reported:
 - **Cell Tower Lease/Rates**—Cory & Andy researched similar industry's to compare to RLMA's rates & found Red Lion's rates are competitive. Many of the rates are geographic-specific & Red Lion sits in a nice, high area which can be more valuable. The average is approx. \$1,300/month and Red Lion currently charges Verizon \$2,098/month.
 - **The rental space & lease** for Red Lion School District was also reviewed. Cory stated the lease was created on 3/5/2021 & is good for two years at a rate of \$100/year.
 - **Resolution for ACH payments**—Cory presented a draft Resolution the Board can adopt next month, after their review/approval. John will send a list of vendors to Cory that 3-Stages Advisory plans to set up for ACH payments. Mr. Missimer suggested including a "catchall" general provision in the Resolution for some general purchases/invoices that may occur from time to time.

- **AT & T sent RLMA a letter** concerning their cell tower lease. Cory stated it was a generic letter that is sent to all AT & T customers by a 3rd party stating AT & T wants to renegotiate the terms of the lease, with a time limit in which to respond. RLMA has received these letters before & after talking to Andy, Cory said no response will be sent to this letter either.
- **PA DEP is preparing a proposal** for public comment regarding the chemicals PFOS & PFAS in public drinking water. The proposal is cited to appear in Pennsylvania Bulletin on February 26, 2022, with public comment due April 27th, 2022. As Andy or Cory learn more, they will report to RLMA. Mr. Missimer reported that, a couple years ago, all data Red Lion had regarding these two chemicals was researched & it was found both chemicals were undetectable in the drinking water. RLMA must complete the required sampling, but this is not an issue of concern.
- **Engineer's Report**—Jason Reichard reported:
 - **South Camp Street Water Main Replacement Project**—two bids were received:
 - Barrasso Excavation, Inc.--\$445,817
 - T & N Excavating (Etters)--\$700,000,743.07
 Jason said it's obvious that T & N had miscalculated their bid tabulation, so their bid will be dismissed.
 Jason had estimated a project cost of \$525,000 so he & RLMA staff feel Barrasso's bid of \$445,817 is very fair. Jason, John & Jeff have learned from other bidders & pipe suppliers there is a delay for receiving pipe (ductile iron) at this time, possibly 6-8 months. This will be discussed with Barrasso; Jason said they may have some in their inventory as they have not expressed concern about pipe availability.
 There's no provision for an escalator clause in the contract, so once it's awarded, it's done so at the bid values presented. Jason believes most of the field work could be completed within a month, so if it takes until Fall to receive the pipe, a provision for paving could be pushed until the following Spring (2023). The paving material will withstand winter weather.
 Mr. Henshaw made a motion to accept Barrasso Excavation's bid of \$445,817; Mr. Klinedinst seconded. All were in favor; motion carried.
 - **Laurel Vistas/Phase 2**—a request was received for a public improvement financial security reduction in the amount of \$50,935.50. This amount covered all the water infrastructure installed in LV Phase 2 & that work has been completed & the system functional for some time. RLMA staff have inspected the work & concur with the request.
 Mr. LaTulippe made a motion to approve the security/bond reduction in the amount of \$50,935.50 to bring the remaining balance to \$0; Mr. Minnich seconded. All were in favor; motion carried.
 - **Lancaster Street extension**—Mrs. Price received notice from Kevin Eck that the Borough should reapply for the multimodal grant monies to fund the Borough's plan to connect these streets. She said while the project is on the radar for the Borough, it's probably two years out for a start date, as there's a lot of permitting & paperwork that needs completed first.
 No water connections are necessary for the area, but Mr. Missimer asked if the Borough can include the cost for the water main extension when applying for the grant monies. Mrs. Price agreed, stating the application isn't due until July 2022 so she will meet with John closer to time. It's a matching grant, Mrs. Price believes it's 70/30. More on this as it progresses.
- **Chairman's Items of Discussion**
 - **Discussion of 2022 Priority List**—Mr. Missimer proposed four priority projects for 2022 which he had sent to Board members last month for their review:

- Transition to an improved front-office operation
 - Design & fund the new Edgewood Water Tank
 - Revise & simplify current vacation policy
 - Review & revise the Source Water Protection Plan
- **Front Office Operations**—since Connie Boyer’s retirement, John & Lori are spending a lot of time transitioning payroll & accounts payable operations to a manageable system. 3-Stages Advisory were hired to make the conversion from the access program where all the information is stored. Empower.gov was hired years ago for this type of work & while they did a fine job on accounts receivable, there has been a huge delay in getting the computer program completed for accounts payable & payroll. Andy Miller had sent a letter to Empower.gov requesting a timeframe of when their work would be completed. Empower.gov’s response was that payroll would be completed by February 2022; however, the program is riddled with problems & Empower.gov employees aren’t coordinating with 3-Stages employees to resolve the issues. It’s slowly improving, but this is consuming a lot of John’s time when he has other things his job requires. John learned of a user-friendly program called MDX that can be used for payroll, as well as tax preparation and it’s fairly inexpensive. Rather than continuing with Empower.gov for accounts payable (which isn’t completed yet), John suggested going with another company for those operations & staying with Empower.gov for accounts receivable which is complete. The Borough uses QuickBooks for accounting purposes & payroll & has found it very user-friendly. Mr. Missimer suggested a committee, consisting of himself, Mr. LaTulippe, John & Lori to study the issues at hand, determine what is needed & then report back to the Board with recommendations. Research can also be done on how to get more customers to pay via ACH or obtaining a better credit card system.
- **Edgewood Tank proposal**—Entech submitted a proposal of \$97,000 that includes the cost of design, permitting, & bidding services. The proposal does not include the cost of the tank itself. The proposal states Entech will secure the Water Quality Report; however, the fees associated with the permit are excluded from the proposal. Jason said this is a time & materials proposal, so the Board may want to include a stipulation in the motion that any exceedance of the \$97,000 would need to come before the Board for approval prior to moving forward. Mr. Henshaw made a motion to approve the proposal & to award the work to Entech for \$97,000 not to be exceeded without prior authorization from the RLMA Board; Mr. Minnich seconded. All were in favor; motion carried.
- **Revisions to the Source Water Protection Plan**—Mr. Missimer will do most of this work with the Committee. It’s not a lot of work; however, this would be the first big revision in approx. 20 years.
- **Other items of interest**
 - Mr. Missimer & John Krantz attended Dallastown-Yoe’s Authority meeting on February 9th & Windsor’s Water & Sewer meeting on February 21st. This was the first time that John met everyone at these two entities & good discussions came out of both meetings.
 - John created an Organizational Chart for RLMA showing the “chain of command” with John reporting to the Board, Jeff Beard reporting to John. Under John & Jeff there are 3 branches of operations—the office branch, collections & distributions system (water & sewer), & operations (water) branch.

- **Superintendent's Report**—John & Jeff reported the following:
 - **Water leaks** were repaired at Henrietta & Charles Street and also at Kendale East where a repair clamp was needed & replaced.
 - **Authority vehicles**—
 - Kubota utility vehicle at the plant was rolled over again (2nd time). Brad & Chad agreed that the Kubota can be repaired & kept at the plant, to be used only by the two of them, not the other operators. John will get this in writing. Jeff said, when it rolled over, the door & bed got bent & the glass shattered. The price for a new door is \$2,200, but Jeff believes it can be repaired in-house for under \$1,000, along with straightening the bed. If it can be fixed in-house, the Board is amenable to doing so & not reporting it to insurance.
 - 1996 Explorer that was used for errands around town will no longer pass inspection without repairs due to rust. It can be used **onsite** at the Filter Plant.
 - John is able to use the Subaru; however, he lives so close to work that he hasn't used it that much. The office staff uses it to run to the bank & post office. The other Subaru is used for weekly water testing & meter reading, so there's no shortage of vehicles at this time.
 - The 1988 Chevy pickup will need to be replaced eventually & money was budgeted for a replacement this year; however, it just passed inspection. With the current cost of vehicles, John said prices can be reviewed through the State contract & the purchase could possibly be pushed to 2023. After the Chevy is replaced, the oldest Authority vehicle will be a 2001 Ford.
 - **Beaver Creek Pump rebuild**—Brad had some issues with alignment, corroded bolts & a damaged coupling. He contacted A.C. Schultes, who responded right away & corrected the problems. Brad said it's running great.
 - **Red Lion Borough Council** requested the use of the Authority's generator for Suds 'n' Song. In the past, RLMA charged the Borough a \$1 rental fee to formalize the rental agreement & limit the Authority's liability. The Borough has rental coverage that lists this equipment.
Mr. Minnich made a motion to rent the generator to Red Lion Borough for \$1 for the Suds 'n' Song event; Mr. Henshaw seconded. All were in favor; motion carried. John will draft a letter of this agreement.
 - **Kamstrup Meter Installation**—John submitted a report of the progress. As of 2/15/2022, staff has installed 2,544 Kamstrup meters in the distribution system. Currently there are 601 Kamstrup meters in stock. 3,555 meters still need to be installed. This program was put on hold due to COVID; however, John & Jeff expect to have all the meters installed by February 2025, barring any further restrictions. John will give the Board quarterly updates on this program.
 - **Shut offs** for unpaid bills will be March 16th, 2022.
7. **WATER & SEWER—NEW BUSINESS**—John reported:
- **Review/discuss Verizon's request for Consent for Cell Tower Modification**—MPL reviewed this & determined it's okay for RLMA staff to sign the consent agreement & send to those making the modification. Mr. Henshaw made a motion authorizing John Krantz to sign the Request for Consent; Mr. Minnich seconded. All were in favor; motion carried.
 - **Rexroth Industrial Park**—Jeff sent a letter to Glenn Rexroth stating RLMA does have sewer & water capacity to serve the Leverwood Knifeworks building expansion being proposed.
 - **Annual Source Water Protection Program Update**—this has been submitted to PA DEP, who was very satisfied.

- **Fire Detection for the Maintenance Building**—John distributed two quotes last month & he obtained three more this month which he distributed to the Board. He said Blosser & ESI are both local companies & he and Jeff were impressed with both.
After discussion, Mr. Henshaw made a motion to accept the contract with ESI for fire detection equipment & installation for \$19,987 (& a monitoring fee of no more than \$30/month & an annual fee of \$800) after approval is obtained from the Authority's insurance company & to authorize John Krantz to negotiate a favorable contract & term; Mr. Minnich seconded. All were in favor; motion carried.
 - **March 2nd meeting @ 10am**—DEP will hold an exit meeting for the Filter Plant Performance Evaluation in the Municipal Office meeting room.
 - **Flushing the water distribution system**—tentatively scheduled for April 11th, 2022.
 - **CSDatum program**—John met with Mrs. Price about sharing the Borough & Authority programs. John & Jeff would have access to the Borough's and Mrs. Price & Brett Patterson would have access to the Authority's. This would be read-only access, no one would have the ability to change anything in each other's program.
8. **Review & approve bills**—Mr. Minnich made a motion to approve the bills; Mr. LaTulippe seconded. All were in favor; motion carried.
 9. **Authority recessed to Executive Session @ 8:42p.m.** to discuss personnel & legal matters.
 10. **Authority reconvened @ 9:18pm.** No action was taken in Executive Session or in the meeting after the Board reconvened.
 11. **Adjournment**—Authority adjourned @ 9:18p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary