

**Red Lion Municipal Authority**  
**Meeting Minutes**  
**Wednesday, March 23<sup>rd</sup>, 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  
Stacy Myers, Recording Sec'y

**Visitors**

Dianne Price  
Bob & Tina Frutiger

1. The meeting was called to order at 7:00p.m. followed by the pledge to the flag.
2. **Review & approval of tonight's agenda**—As there was nothing additional to add, Mr. Minnich made a motion to approve tonight's agenda as presented; Mr. LaTulippe seconded. All were in favor; motion carried.
3. **Approval of Meeting Minutes**—Mr. Henshaw made a motion to accept the February 23<sup>rd</sup>, 2022 Meeting Minutes as presented; Mr. Minnich seconded. All were in favor; motion carried.
4. **WATER USAGE REPORT**—4.05" of rainfall was received since last meeting. Reminder, these reports are for one complete month only.
5. **CONNECTIONS REPORT**—5 new connections were made since last meeting.
6. **VISITORS/PUBLIC COMMENT**—no one to address the Board
7. **WATER & SEWER—OLD BUSINESS**
  - **Solicitor's Report**—Cory Dillinger reported:
    - **Resolution 2022-1**—to authorize ACH (Automated Clearing House) payments of certain regular & reoccurring expenses. Cory added language to provide a "catchall" for miscellaneous expenses.  
Mr. Minnich made a motion to adopt Resolution 2022-1; Mr. LaTulippe seconded. All were in favor; motion carried.
    - **An Executive Session** is needed at the end of the meeting to continue discussion about PTO
    - **Cell Tower Lease/Structural Analysis**—John & Cory have been working on this for some of the cell tower modifications. MPL has signed off on both the AT & T & Dish Wireless structural analysis report. Andy & Cory are currently redlining the Dish Wireless Lease. Once the draft is done, it will be returned to Dish Wireless, probably in a week or so.
    - ALDI Water Main Extension Agreement—MPL received the utility plan from Dynamic Engineering & Andy & Cory are putting together a draft agreement.
  - **Engineer's Report**—Jason Reichard reported:
    - **S. Camp Street Water Main Replacement Project**—the notice of award has been issued & the signed contract agreements have been received from Barrasso Excavating. Barrasso's material supplier estimates the ductile iron piping to be delivered within 2½ months once the shop drawings are approved & received. This timeframe is better than expected so Jason foresees the project getting completed by end of summer.
    - **Along the lines of timing**--after the last meeting, Mr. Missimer asked Jason about the timeframe on projects, i.e., advertisement of bids, awarding of bids, etc. based on the new Sunshine Law requirements for agenda items. Typically, meeting agendas &

related information is sent to Board members by the Friday before the meeting. Going forward, Mr. Missimer requested Jason rearrange the scheduling of projects & like items, so it's not received a day or two before the meeting. That way the agenda won't need to be amended the night of the meeting.

Jason distributed a calendar showing a 3-month process involving the S. Camp Street project beginning at the February (Feb. 23<sup>rd</sup>) RLMA meeting with a request to advertise for bids. The advertisement gets sent to the paper within a day or two from the meeting, but 3 days' notice is required before it will be published. That takes us to end of February-1<sup>st</sup> week of March.

Municipalities' Planning Act says you must advertise for a minimum of 10 days in a public publication or have it posted prior to opening bids which, in this case, would've been March 9<sup>th</sup>. Jason said 10 days isn't an adequate amount of time for a contractor to put a bid together, so he likes to allow at least 3 weeks for that to happen, which would've been March 22<sup>nd</sup>, the day before RLMA's meeting.

Bids are opened that morning, are reviewed & Jason is bringing the information to the meeting the next night for a bid award. This would need to be done earlier in light of the Sunshine Act requirements. When authorization to advertise bids is given at one meeting, it will be known that the Board will have bids to review & possibly award at their next meeting, which is adequate time since, once a bid is opened, we have 60 days to award the contract.

The paperwork & contract documents are prepared after award & the contractor has 15 days' to return a signed contract which is then sent to RLMA. The standard contract states the work will begin within 30 days of the contract being signed.

This whole process fills approx. 3 months. If the bid tabulation was moved up, it only gives 2 weeks for the contractors to put a bid together which is not enough sometimes. Jason said an extra month may need to be built into the timeline. This may allow more interest from contractors & more bids to be received.

Mr. Klinedinst suggested getting bids & projects prepared earlier in the year because many contractors have their year/projects scheduled. That early planning may allow for more bidders.

Milestones may be added to a contract as well, which would allow contractors the flexibility to work that job into their own schedule. If we allow for more flexibility, the project may get done faster, thereby not tying up travel time for motorists. All of this can be discussed prior to the next project.

- **ALDI, Inc. Land Development Plan**—Jason thought this plan would come before the Board next month; however, Jeff Beard said the project has already gone out for bid. More on this as it's learned.
- **Superintendent's Report**—John Krantz reported:
  - Pricing was obtained from Envirep to replace the pumps & a retrofitted control panel at the Country Club Pumping Station. Cost for just the control panel was \$42,000. John contacted Heim Electric, who quoted approx. \$20,000 to rebuild the control panel & use all new components. Heim is to come onsite & by next meeting, John hopes to have more firm pricing. John believes the pump replacement costs from Envirep were good prices, but we may be able to save money on a rebuilt control panel.
  - Retirement Class for Life Insurance—Connie Boyer had established this prior to her retirement. RLMA received a bill for the insurance which is \$2.93/month. Mrs. Price stated the Retirement Class had been in place since the Borough had its own Police Department. She bills the Borough retirees on an annual basis every January for a \$7,500 policy. Annual premium is \$35.16. Mr. Missimer said this is a typical issue

that most employers offer. John said this can be added to the benefits booklet that he's putting together so it's documented.

- Lori Groupe has announced her retirement as of May 12<sup>th</sup> and she plans to use her remaining vacation time until her official retirement date on June 10<sup>th</sup>, 2022.
- April 13<sup>th</sup>, 2022—water shutoffs for delinquent bills
- 3-Stages Advisory update—the Committee (Missimer, LaTulippe) who reviewed the Accounts Payable & Payroll functions of RLMA has suggested 3-Stages switch from EmGovPower to ADP & QuickBooks for these two functions, as EmGovPower's software hasn't been working as promised. RLMA has worked with EmGovPower for 20+ years for Accounts Receivables, so they will continue to do so for that function.

Mr. Minnich made a motion to approve 3-Stages moving forward with ADP & QuickBooks software for payroll, A/P functions & the financial statements. Mr. LaTulippe seconded. All were in favor; motion carried.

John said 3-Stages Advisory will update the contract & resend it as there is an additional \$110/month fee for the ADP payroll software. There's no additional cost for QuickBooks as 3-Stages will absorb that cost into their monthly rate.

Cory Dillinger suggested sending notice to EmGovPower clarifying their scope of work that is related only to Accounts Receivable. John will give notice.

Mr. Missimer suggested researching other vendors other than EmGovPower who may have new technology and/or cheaper rates. This can be discussed further in the future.

Mrs. Price stated that every other month, the finance officers from local municipalities meet to discuss utility billing software & other products. This may be a good point of reference for RLMA & the new Office Manager.

- Edgewood Tank—the proposal with Entech has been signed. John & Jeff discussed what to do with the remaining water as currently the tank is two-thirds full. Kim at Entech said prior to demolition, they will dewater the tank.
- SCADA computer at the Water Treatment Plant—Doceo had a problem backing up the SCADA computer at the WTP. An ethernet cable was unplugged to prevent hacking, but Doceo discouraged that, stating that a backup of the system should be conducted. They brought an appliance to the WTP that, when plugged into the SCADA computer, will upload the information to the internet for backup. This is supposed to prevent hacking but is not 100% assured. Brad & Chad said RLMA staff can perform the backup to a hard drive which can be stored in a fire-safe, offsite location. John suggested Brad & Chad discuss the issue with ACC (SCADA provider) to see if there's an alternative for backing up the system that is not connected to an outside connection. The Board agreed this is a good idea.
- PADEP conducted their exit meeting after the Filter Plant evaluation. The WTP received an overall "satisfactory" performance rating to remove & inactivate waterborne pathogens through optimized filter plant performance. DEP offered comments to continue to produce high-quality water & achieve the highest level of filter plant performance. Brad Sprenkle has addressed some of DEP's comments & will continue to do so. He will also put together some permit amendments which will be sent to Jason for his review.
- John purchased a radiation detector for \$75 to be used to monitor water in the reservoir, the intake & in Beaver Creek to get some baseline data.
- The original copy of the public improvement financial security bond for Laurel Vistas Phase 2 was returned to Keystone Homes. The security was originally posted in the amount of \$50,935.50 and after releasing the bond has a remaining balance of \$0.

- Hamilton & Musser (auditors) began the 2021 Audit on March 8<sup>th</sup>, 2022. All information that they requested has been provided except for the appraisal values from Industrial Appraisal Company that was conducted on March 14<sup>th</sup>. John will reach out to them to obtain that report to forward to the auditors. Industrial Appraisal currently conducts this appraisal on an annual basis. Mr. Missimer asked, if there are no major changes to RLMA's capital equipment, is it necessary to conduct the annual appraisal?  
Mr. Dillinger will research this. Maybe it could be conducted every 3 years rather than every year. John will also ask Hamilton & Musser about this.
- Flushing of the water distribution system is tentatively scheduled for April 11<sup>th</sup>, 2022. The Borough has been notified to coordinate their street sweeping prior to flushing.

## 8. **WATER & SEWER—NEW BUSINESS**

- Access between the Borough & Authority's CS Datum programs is now being shared.
- John has received 100+ resumes for the Office Manager position. John has narrowed it down to approx. 15 applicants. He will conduct telephone interviews in the hopes of narrowing it down to 2-3 candidates that will be asked to in-person interviews prior to making a hire.
- Fire/smoke detection system contract was approved by Selective Insurance Company on March 1<sup>st</sup>, 2022. Electronic Systems Installers was awarded the contract & began installation on March 15<sup>th</sup>. The alarm monitoring will be done through AES Mesh Network Radio at a cost of \$30/month. The total cost for this system is \$22,287.
- John received a mediation notice from IBT Teamsters 776 stating he should be contacted by a mediator shortly. Mr. Missimer suggested creating a small committee to assist John in dealing with these personnel issues including the new union contract. They can also assist in addressing the PTO policy, insurance, immunizations, salary reassessment (prior to Budget time), health care benefits (& spousal insurance coverage) & creating a benefits booklet for employees.  
Mr. Missimer suggested Mr. Henshaw & Mr. Klinedinst work with John on these personnel issues prior to bringing them back to the Board.
- Review & discussion of Dish Network's proposed Lease Agreement. This is a new contract which Mr. Dillinger has already redlined & is awaiting Andy Miller's redline copy.
- Statement of Financial Interest Forms are due by May 1<sup>st</sup>, 2022.
- DEP Greenport (website to enter information to the State) was offline for 2 weeks due to technical issues, so RLMA was unable to submit their EDMR by the due date of February 28<sup>th</sup>. DEP asked John to email the report in the interim, which he did. DEP stated the EDMR can be submitted through the Greenport once it was operational again. That occurred on March 10<sup>th</sup> & John submitted the report via that system. This was not a violation issue; it was a DEP issue.
- RLMA staff met with DN Tanks, the concrete tank manufacturer that was recommended by Entech. Their rep met onsite with John & Jeff to give information about their tanks and suggested a visit to Coatesville, PA to view one of their more recent projects. There they built two tanks, similar in size to the new proposed Edgewood Tank. The Board agreed this is a good idea. John will gather 3 dates from DN Tanks to pinpoint a good time for a visit.
- John is planning to schedule a tour of the Springettsbury WWTP, if any Board member is interested in attending. He will gather dates & report back.
- NPDES Permit—permit application has been submitted to DEP as the permit expires in April. If DEP doesn't send a new permit prior to the expiration date, we're able to continue operating under the old permit until the new one is received.
- Mr. Missimer thanked Gary LaTulippe for his time & assistance working through the Accounts Payable & Payroll issues. Mr. LaTulippe reported on the current credit card processing system & the contract that was signed in 2016. Although a lot of information

wasn't available from the credit card company, Mr. LaTulippe said, February's credit card fee total was \$325.05. Every credit card payment is charged 2.75% regardless of the type of card the customer uses. In addition, the credit card company charges RLMA a \$50/monthly fee and the customer an additional \$.50¢ if their bill/charge is under \$100. It's unknown where the \$.50¢ goes. For disputed charges, a \$15 fee is charged to RLMA & a \$35 NSF fee charged to the customer for insufficient funds, should they occur. If we want to encourage more customers to pay with credit cards, these additional fees may deter that.

Mr. LaTulippe said there may be better opportunities for a credit card processor but until a few months' of history & charges are completed, it's unknown what advantages are available. There are 3 tiers of cards & fees:

- When a customer pays in person & the card is swiped through a card reader, the least amount of fees is charged.
- When a customer pays via telephone & the credit card number must be "keyed in", a higher rate is charged.
- If information is left out, such as the zip code or CSV number, an even higher rate is charged.

In February, there were 787 credit card sales that totaled approx. \$124,000. On that total, the credit card processor charged \$325.05 in fees that they (processor), not the Authority, collected as revenue. Mr. LaTulippe said this system is out of date & could be improved. He will continue to work with John & RLMA staff on this.

- Source Water Protection Plan meeting will be held Wednesday, April 6<sup>th</sup> at the Red Lion Municipal Offices.
  - Kaltreider-Benfer Library will begin their renovation/expansion project and plan to be closed from April through end of 2022. In the interim, they plan to open a temporary library in the gymnasium of Windsor Manor Elementary School, where they will store many of their books. Don Dellinger requested that shelving & other materials be kept in available RLMA storage for those 9 months, to which Mr. Missimer agreed, if 1) Library handles all transportation of the materials & 2) there's no liability to RLMA.
  - Mr. Missimer performed John Krantz' 6-month performance evaluation; Mr. Klinedinst reviewed it. A copy is in John's personnel file and the next evaluation will be in September 2022 (after 1 year of employment).
9. **Review & approve bills to be paid**—Mr. Henshaw made a motion to pay the bills; Mr. Minnich seconded. All were in favor; motion carried.
  10. **Authority recessed to Executive Session @ 8:21p.m.** to discuss personnel matters.
  11. **Authority reconvened @ 8:48p.m.** No action was taken.
  12. **Adjournment**—RLMA Meeting adjourned at 8:48p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary