

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, January 26th, 2022**

Members present

Skip Missimer (via Zoom)
Dennis Klinedinst
Chris Minnich
Kelly Henshaw (via Zoom)
Gary LaTulippe

Others present

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

Visitors

Dianne Price

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. **Meeting Minutes**—Mr. Minnich made a motion to approve the December 14th, 2021 Meeting Minutes; Mr. Klinedinst seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—0.96” of rainfall was received since last meeting.
4. **CONNECTIONS REPORT**—2 new connections since last month’s meeting (both in Kensington development)
5. **VISITORS**—none to address Board
6. **10-YEAR WATER USAGE REPORT**—distributed for the Board’s review. Mr. Missimer stated this is a valuable tool that shows increased efficiencies of the water system over the past 10 years.
7. **WATER & SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Cory reported the following:
 - **Employee handbook changes**—revisions were distributed for the Board’s review, to be discussed in Executive Session at the end of the meeting.
 - **PA Senate Bill 316**—this bill allocates \$350 million from the State Fiscal Relief Fund that’s authorized through the American Rescue Plan for water, sewer & stormwater assistance grants. RLMA staff/Board has put money into the Repair Fund each year for water & sewer projects, but Cory suggested RLMA create a list of future projects that may come along & that need planned several years in advance. There will be a large amount of these ARP funds that will likely be made available to Authorities through grants & other means in Pennsylvania.
 - **Proposed/Future project list**—
 - Mr. Missimer suggested the Edgewood Tank be added
 - Mr. Klinedinst suggested adding future work on the Fairmount Tank to the list too. Keith Kahwajy had compiled some research on this; John will send it to Jason for his review.
 - Lancaster Street extension—the Borough plans to move forward with this extension project in 2023, so RLMA will install a water main extension at that time. They will follow the Borough’s lead on timing for the project.
 - **Engineer’s Report**—Jason reported the following:
 - **Railroad Lane Sanitary Sewer Manhole Replacement**—
 - Restuccia had completed all items related to their contract; i.e., associated connections, trench backfill, etc. They’ve submitted their 2nd & Final Application for Payment in the amount of \$17,042.93 which Jason & staff concur with. Mr. Minnich made a motion to approve the Restuccia payment of \$17,042.93; Mr. Klinedinst seconded. All were in favor; motion carried.

- Total value of the contract, based on actual quantities is \$57,400.18 compared to the original contract amount of \$63,710.05.
- SWERP, Inc. has completed the installation of the new manhole protective linings. Jason & RLMA staff are satisfied with their work. They submitted their 1st & Final Application for Payment in the amount of \$11,360 which is the actual value of the original contract. Mr. Henshaw made a motion to approve a payment of \$11,360 to SWERP, Inc.; Mr. Minnich seconded. All were in favor; motion carried.
 - **S. Camp Street Water Main Replacement**—Jason had planned to review this on the overhead screen at tonight’s meeting, but since he’s attending via Zoom, he sent a PDF copy with his report for the Board’s review.
 - The proposed plan is to extend the existing water main by beginning at Delta Rd. (Rt. 74) & transfer existing 4” water mains to 6” to ultimately abandon the 4” line. Moving toward Valley Road, approx. 15 services will be replaced & tied onto an existing 6” main running along the shoulder of the road. An 8” main will be extended down to Thomas Arbor Dr. (at the Chatham Creek development) to replace an existing 2” galvanized line in that area. Two interconnections will be completed there.
 - Contract specs are in place for this project & plans are complete. Jason estimates the project in the range of \$525,000, \$565,000 including contingency.
 - Jason is requesting authorization to advertise bids through PennBid for a bid opening & potential award at the February 23rd meeting. Mr. Henshaw made a motion to authorize moving forward with advertising for bids; Mr. Minnich seconded. All were in favor; motion carried.
 - **Kensington Land Development**—nothing further to report at this time
 - **ALDI, Inc. LDP**—Jason’s office is reviewing the LDP that proposes a water main extension along the northern side of Cape Horn Rd. His office will work to resolve some outstanding comments on the plan along with the Developer’s Engineer.
 - **Lancaster Street Water Main Extension**—as stated above, the Authority will follow the Borough’s lead on this as they’re proposing to possibly extend the street as a 2023 project.
 - **Superintendent’s Report**—John reported the following:
 - **February 16th, 2022**—shutoffs for delinquent water bills
 - **Edgewood Tank discussion**—a proposal was received today from Entech. John will distribute to Board members who are not present tonight so the Board can review until the February meeting.
 - **EmGovPower update**—the payroll portion of the utility billing program is now complete; work is still being done on the Accounts Payable portion.
 - **3-Stages Advisory**—is working to create a more modern system using ACH payments rather than cutting checks. ACH is a faster, more secure way to pay bills especially those recurring expenses that are basically the same each month. The Board will still be able to review the payment list of expenses. 3-Stages is also proposing the M & T Bank accounts be separated into 1 for Sewer & 1 for Water, as currently they’re combined. Separate accounts will be less confusing & easier to view. John will have a report of payments next month for the Board’s review.

Cory had spoken to Andy Miller about transitioning to ACH payments. Andy suggested passing a Resolution that delegates authority to those performing ACH payments. Cory or Andy will have the draft Resolution at February's meeting. The Board was favorable with transitioning as many of the payments as possible to an ACH method rather than cutting checks.

Mr. LaTulippe made a motion to implement ACH payments as quickly as possible to be followed by a Resolution; Mr. Klinedinst seconded. All were in favor; motion carried.

- **Execution of 2022 Chemical Contracts**—John has a correction related to the chemical contract, as he previously reported Univar won the contract for Superfloc (polymer) but Coyne Chemical actually won that bid. After Coyne was awarded the bid, they stated they would be unable to supply that product. They could provide a similar product, but Brad wanted to stay with Superfloc. The next lowest bidder of Superfloc was Atlantic Coast Polymer & they have agreed to honor their original bid price of \$187/cwt. John suggested sending a letter to Coyne stating they shouldn't bid on a chemical they can't provide, especially as volatile as the chemical market is right now.
- **Beaver Creek Pump rebuild**—A.C. Schulte had removed the upper portion of the pump to rebuild it, but when it was returned, there were issues with tolerance. This required them to remove the lower portion of the pump for modifications. It was installed today & was pumping very well; however, it was leaking. Brad believed the leak was caused by the wrong bolt being installed. Brad will repair & let Schulte know.
- **Annual Safety Inspection Report** for the Cabin Creek Dam was submitted to DEP by C.S. Davidson. The DEP rep is to visit in Spring to recommend any future maintenance that he believes necessary.
- **Appointment of Gary LaTulippe**—Red Lion Borough Council has appointed Mr. LaTulippe to the Red Lion Municipal Authority for a 5-year term.
- **Verizon request for equipment changes**—Verizon would like to make minor changes to their antennas on the monopole at Fairmount Park. Andy suggested CSD review the request because, as John stated the equipment is getting heavier, not lighter, so someone should review the capacity of the pole to support the antennas. John suggested the Board also have Andy review industry standards to ensure we're getting the proper rent from Verizon.
- **Red Lion School District** currently stores equipment inside the building at the monopole at no cost. Cory or Andy can review the agreement with the school district & report back for Board discussion on rental fee. Brandon (new user offering internet) should be approached about the plan for his business and whether or not his equipment should remain on the monopole too.
- **DEP inspected the WTP on January 12th, 13th & 14th**—a few issues came up during inspection, the biggest being the turbidimeters that DEP stated are outdated & can no longer be serviced. Hach quoted a total of \$39,084.38 to replace the current turbidimeters, controllers + a warranty/service agreement. At DEP's meeting in the Spring, we can discuss what timeframe they're looking for to resolve these issues. Some other issues mentioned in DEP's visit were:
 - Need secondary containment for potassium permanganate feed
 - Need to use food-grade grease (more expensive)
 - Filter bed core sampling is required (one-time fee of \$150)
 - Calibrating turbidimeters within a certain period of time (every 90 days)
 - SCADA system needs a new laptop (prices will be gathered prior to February meeting) as the old laptop is antiquated.

- **Smoke/fire detection**—quotes were received to install this detection in the Maintenance building at 1 N. Church Street, as suggested by RLMA’s insurance company. Two quotes were received; John is expecting a 3rd quote, but hadn’t received it to date:
 - Electronic Systems Installers quoted \$19,987 + \$800 annual inspection fee.
 - Monitronics quoted \$41,058.52 + a monthly monitoring/repair fee of \$184.50.
 - If installed, the insurance company (Selective) said a discount of \$400/year would be received on RLMA’s insurance. If the Board wants to move forward with one of the above proposals, it would be sent to Selective for their review/approval.
 - Mr. Klinedinst made a motion to table the decision on smoke/fire detection for the Maintenance Building until February’s meeting; Mr. Minnich seconded. All were in favor; motion carried. John will let Selective know that he’s waiting on a 3rd quote & will request that ESI & Monitronics state via email that the above quotes are good, at least until the February 23rd RLMA meeting.
 - **LIHWAP**—“Low Income Household Water Assistance Program” is a temporary emergency program to help low-income families pay overdue water & sewer bills. Jeff Beard said there are typically 50-70 shut offs each month, most of which pay the extra \$50 to reconnect water service. All of those 50-70 customers aren’t low-income, so they wouldn’t qualify for this program. John also stated, in order to qualify for this program, a resident must be in arrears of their payments, but Red Lion doesn’t allow customers to become in arrears. If they become delinquent, they get their water shut off. The Board feels getting involved in this program may be a waste of time, as it doesn’t relate to RLMA’s practices involving delinquent water bills.
 - **Source Water Protection Meeting**—next meeting is tentatively scheduled for April 6th, 2022 @ 6:30p.m. at the Red Lion Municipal Authority Conference Room.
 - **RLMA held a Safety Meeting** on January 10th, 2022. Of note, a fan was purchased for ventilation purposes & will be installed in the garage bay (in Maintenance bldg.)
 - **Chapter 94 Report** was submitted to C.S. Davidson on January 11th, 2022.
8. **WATER & SEWER—NEW BUSINESS**
- **Election of Officers**
 - **Chairman**—Mr. Henshaw nominated Skip Missimer for Chairman. No other nominations were heard. Vote was 4-1 (Klinedinst opposing). Skip Missimer is the new RLMA Chairman.
 - **Vice Chairman**—Mr. Missimer nominated Kelly Henshaw for Vice Chairman. Mr. Minnich nominated Dennis Klinedinst. Vote for Henshaw was 2-3 (Minnich, Klinedinst, LaTulippe opposing) Vote for Klinedinst was 3-2 (Missimer, Henshaw opposing). Dennis Klinedinst is the new RLMA Vice Chairman.
 - **Secretary**—Mr. Minnich nominated Kelly Henshaw for Secretary. Vote was all in favor, 5-0.
 - **Treasurer**—Mr. Missimer nominated Chris Minnich for Treasurer. Mr. Minnich declined. Mr. Henshaw nominated Gary LaTulippe for Treasurer. Vote was all in favor, 5-0.

- **Asst. Secretary/Treasurer**—Mr. Minnich will remain RLMA’s Assistant Sec/Treasurer for 2022.
 - **Consulting Engineer for 2022**—a letter of interest was received from C.S. Davidson stating they are willing to continue as RLMA Engineer for 2022. Mr. Missimer made a motion to reappoint C.S. Davidson as Consulting Engineer for 2022; Mr. LaTulippe seconded. All were in favor; motion carried.
 - **Solicitor for 2022**—Mr. Missimer made a motion to reappoint MPL Law Firm as RLMA Solicitor for 2022; Mr. Henshaw seconded. All were in favor; motion carried.
 - **Auditor for 2022**—Mr. Henshaw made a motion to continue using Hamilton & Musser as RLMA Auditors for 2022; Mr. LaTulippe seconded. All were in favor; motion carried.
 - **Financial Disclosure Statements** were distributed to Board members. Those need to be completed & returned by May 1st, 2022.
9. **Approval of bills & statements**—Mr. Minnich made a motion to approve the bills & statements; Mr. LaTulippe seconded. All were in favor; motion carried with Mr. Henshaw abstaining.
 10. **Authority recessed to Executive Session** @ 8:30p.m.
 11. **Authority reconvened** @ 9:11p.m. No action was taken.
 12. **Adjournment**—Authority adjourned their meeting @ 9:12p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary