

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, December 19th, 2018**

Members

Eric Immel, Chairman
Skip Missimer, Vice Chairman
Mike Poff, Treasurer
Brad Smith, Secretary
Jeff Herrman, Asst. Sec/Treasurer

Others

Keith Kahwajy, Superintendent
Jeff Beard Asst. Superintendent
Andy Miller, Solicitor

Visitors

Dianne Price
Dennis Klinedinst
Stephanie Weaver
Nevin Horne

1. The meeting was called to order @ 7:00p.m. All present participated in the pledge to the flag.
2. Mr. Smith made a motion to approve the November 14th, 2018 Meeting Minutes; Mr. Missimer seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Keith reported usage has remained the same as last month; still not using Beaver Creek. 6.55” of rainfall was received since last meeting.
4. **CONNECTIONS REPORT**—no new connections
5. **VISITORS**—Dennis Klinedinst had a question about the water/sewer bill and what the “10/18” and “11/18” meant that is listed on the bill. Those are the months; the bill shows the usage for the current month & previous month, in this case “October 2018” and “November 2018”. Mr. Klinedinst stated that he has previously requested a new, updated meter installed at his property. He doesn’t believe the discrepancy of usage that his bill shows. Keith said he can schedule the meter replacement with the office staff.
6. **BIDS**—the 2019 Chemical Bid tabulation was presented to the Board. Amounts listed in red are the low bids and highlighted amounts are Keith’s suggestions for vendors. There was one discrepancy between the low bid and vendor suggestion. Polydyne, Inc. was the low bidder for Superfloc; however, they didn’t bid the correct product, so Keith suggested Atlantic Coast Polymers for this chemical. Mr. Missimer made a motion to accept the low bidders & staff recommendations on the 2019 Chemical Bid list; Mr. Poff seconded. All were in favor; motion carried.
7. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Andy reported:
 - He received one of the last two easements for the North Camp Street Water Main project. The last property owner was sent a demand letter requiring compliance or face possible legal action. After receiving the letter, the property owner called and indicated he would come to the office to sign the easement agreement; however, to date, he has not. Andy will keep the Board & staff posted.
 - A request was received to extend the T-Mobile lease at Fairmount Park. Andy reviewed the lease amendment & will send his comments to Keith. The lease doesn’t expire until 2023 and that would be the end of the 25-year lease. The extension would extend the agreement for another 25 years which Andy believes may be a good idea.
 - Requested an Executive Session at the end of the meeting to discuss PUC litigation.

- **Engineer's Report**—Jason was not present/Keith reported:
 - Change Order for Contract #2 (Mobile Dredging & Video Pipe, Inc)—contractor was videoing & saw more damage than Mr. Rehab had assessed last year. The repair of the damage needed done before going forward & that is the reason for this Change Order, in the amount of \$9,010.00. Mr. Poff made a motion to approve this Change Order; Mr. Herrman seconded. All were in favor; motion carried.
 - On 12/13/18, C.S. Davidson reps were at the Dam to complete their inspection report. Once the report is completed, Keith will forward to the Board.
 - **Superintendent's Report**—Keith reported:
 - Authority members attending Borough Council meetings:
 - December 3rd & 10th—Eric Immel
 - January 7th & 14th—Mike Poff will attend January 7th, but he's not available January 14th; another Board member can attend.
 - February 11th—Jeff Herrman
 - Borough Council will not have Work Session meetings the months of February, July & September
 - 2019 finalized meeting dates were distributed—of note, November 19th & December 17th are **Tuesdays**, because of the holidays & schedule conflicts.
 - Update on wall repairs at Green Branch—storm took out the wall & an emergency permit was obtained from DEP to do the repairs. Kinsley will conduct the work; however, there were a few trees that needed to be taken down before they felt comfortable doing so. A tree service company was obtained to take down two trees within this job site & an additional one at the generator building. With several delays, the 60-day time limit on the emergency permit was exceeded but DEP worked with staff. Equipment should be delivered this week and with the upcoming holidays, the work should be completed beginning of the year.
Existing block at the site will be removed & a new footer & new block will be installed. Keith & Jeff estimate this project should be completed in 2-3 weeks.
 - Recent water main repairs were done—6" on Forest Hills Road & a 4" on Memory Lane.
 - Mrs. Price reported the County Stormwater Authority being formed is moving in a regional direction with Red Lion being combined with Dallastown/Yoe, Windsor Township, Windsor Borough, Chanceford & Felton. She will let the Board know when future meeting dates are known.
8. **WATER AND SEWER—NEW BUSINESS**—Keith reported:
- **Resolution 2018-8**—revised Employee Handbook—Keith sent it to the Board for review. Mr. Missimer made a motion to adopt Resolution 2018-8; Mr. Herrman seconded. All were in favor; motion carried.
 - **Resolution 2018-9**—Act 44 Pension Policy—Act 44 requires municipalities to adopt regulations for a policy for bidding its pension administration services. The main basis of Act 44 is to cut down on conflicts of interest with administrators of pension plans. This is focused more on municipalities with police departments where there is a potential for liability, conflicts of interest & managing the pensions. Mr. Smith made a motion to adopt Resolution 2018-9; Mr. Missimer seconded. All were in favor; motion carried.
 - **Resolution 2018-10**—revised Safety Manual—was reviewed by Mr. Immel & Mr. Missimer and those who attended the safety meetings. Comments were received and stated it looks much more professional than the previous version. Mr. Missimer made a

motion to adopt Resolution 2018-10; Mr. Poff seconded. All were in favor; motion carried.

- Contribution to the New Year's Eve Committee--\$1,000 was given last year. Mr. Immel made a motion to give \$1,000 this year; Mr. Smith seconded. All were in favor; motion carried.
 - A tour of the Water Treatment Plant & Cabin Creek Watershed was given on December 12th to Susquehanna River Basin Committee.
 - January 16th, 2019—Source Water Protection Plan Meeting to be held @ 6:30p.m. at RL Municipal Offices. Mr. Missimer reported one of the outcomes from recent meetings was learning of new data sets & new technology available through SRBC to see where stormwater is running in any geographic area. This was previously used more for the Chesapeake Bay; however, there is interest for using this technology at this local level. Some representatives from SRBC plan to attend this January 16th meeting to discuss this.
 - January 7th, 2019 Safety Meeting to be held @ 7:30a.m. at the Maintenance Building.
 - Mr. Missimer asked for Board suggestions to be published in the Spring Borough newsletter. The system flushing schedule, new meter installations, list of what not to flush in the toilet, etc. are all included already. Any other suggestions need to be submitted to Steph (Borough Secretary) by January 4th.
 - CSDatum updates—Keith said a lot of work has been done on this lately to map leaks. A red area will be added to the system prior to the area being replaced/repaired.
 - Tentative dates for flushing—April 8th to April 26th
9. **WATER TREATMENT FACILITIES**—Keith reported a recent meeting with York County Conservation District was held to closeout the Erosion & Sedimentation Plan. There were only two minor comments to C.S. Davidson. CSD completed their portion & sent it back to the District. Keith expects the final closeout paperwork to come soon.
 10. **Approval of bills & statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Poff seconded. All were in favor; motion carried.
 11. **The Board thanked Brad Smith** for serving on the Municipal Authority for the past seven years and requested that he attend the January 23rd meeting.
 12. **Authority recessed** to Executive Session @ 7:37p.m. to discuss PUC litigation.
 13. **Authority reconvened** @ 8:37p.m. No action taken.
 14. **Adjournment**—Authority meeting adjourned at 8:37p.m.
 15. **Next RLMA Meeting to be held Wednesday, January 23rd, 2019.**

Respectfully submitted by:

Stacy Myers, Recording Secretary