

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, January 22nd, 2020**

Members

Skip Missimer
Mike Poff
Jeff Herrman
Dennis Klinedinst
Chris Minnich

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Andy Miller, Solicitor
Stacy Myers, Recording Sec'y

Visitors

Tony Musso
Dianne Price
Stephanie Weaver

Bob & Tina Frutiger
Dustin Boyd

1. The meeting was called to order @ 7:00p.m, followed by the pledge to the flag. Board members welcomed newest RLMA member, Chris Minnich as he was appointed by Borough Council for a 5-year term.
2. Mr. Poff made a motion to approve December 17th, 2019 Meeting Minutes; Mr. Herrman seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Keith reported 4.75” rainfall was received since last meeting. Usage is higher than this time last year & Beaver Creek is being used to supplement the reservoir. Mr. Missimer thanked Keith for supplying the 10-year Operating Report, which he said is a great source of information.
4. **CONNECTIONS REPORT**—0 new connections since last meeting.
5. **VISITORS**—Dustin Boyd gave a presentation to the Board about his new business “D & B Broadband” in the hopes of installing 3 antennas on the RLMA tower to offer a less expensive high-speed option to the Red Lion community, gradually expanding to offer it beyond Red Lion. Dustin is a Borough resident, living on South Franklin Street & has taught at Red Lion School District the past 5 years, but recently started teaching Computer Science at Dover School District. Working at schools, Dustin has noticed there seems to be a problem for people who can’t afford wireless internet.
Dustin reported, per FCC regulations, approx. 19 million Americans lack internet access and the problem with the new 5G internet is that it’s costly to implement, especially in rural areas where a satisfactory coverage isn’t available. He doesn’t expect to compete with the larger companies, but reported on the costs of using Verizon & Comcast for high-speed internet, adding that Verizon doesn’t offer the connectivity that is often needed for students to have general computer usage, to stream educational videos and other things that may be necessary for their schoolwork. FCC reports students need 5-25 Mbps (minimum download speed) of internet in which to stream videos, etc. Verizon typically offers 3.1-7 Mbps for approx. \$40/month.
D & B’s proposal of WISP (wireless internet service provider) uses only a single tower (or multiple towers) to transmit internet via wireless radio between the towers. Each home would have an individual receiver, which are very inexpensive, that connects back to the main tower (similar to a cell phone). It would offer much faster internet speeds at a lower cost than larger service providers. WISP benefits include:
 - Unlicensed frequencies—FCC licensing is not necessary
 - Non-proprietary—anyone could have access to the equipment & be able to use it.
 - Does not interfere with other carrier’s equipment.

He is requesting usage of RLMA’s tower because it has a wide coverage area & is located near a fast fiber optic network. The equipment is very minimal in size, weight and requires minimal

electricity. Dustin is currently proposing only 3 antennas on the monopole (RLMA tower), each being approx. 18” in height. From the 3 antennas he’s proposing to start with, Dustin estimates he could serve approx. 150-160 customers (50-60/antenna). He stated some benefits of WISP to the Authority could include:

- Ability to add monitoring to current water towers at no cost.
- Ability to add cameras to pumping sites for security purposes.
- Ability to add a diverse internet connection to an existing network in the event another server would go down.

D & B would be willing to create a liability policy around the Authority’s needs, so all parties are protected. The Authority has other agreements in place from other renters on the tower, so Andy said this would be required from D & B also. Dustin doesn’t currently have liability insurance, but that & an engineering study of his proposal are two main factors that need to be in place prior to any agreement being made.

Before deciding on a working relationship with D & B, Mr. Missimer requested that Dustin first submit his business plan & names of financial backers, which Dustin stated he has, but not with him tonight. What kind (or timeline) of contract will he require with RLMA? How much money is he prepared to pay as tower rent? These types of questions need to be addressed.

Dustin will send the requested information to Keith, along with names of personal references or other municipalities that have experience with WISP, for the Board’s review.

6. **WATER AND SEWER—OLD BUSINESS**

- **Solicitor’s Report**—Andy reported the following:
 - **Kaltreider-Benfer Library Subdivision Plan**—Changes to the cross-access & easement agreements were distributed last month. Now we’re waiting on a proposed fix to the stormwater management facilities from the Borough Engineer.
Mr. Missimer said the library is in the process of revamping their construction plans for the expansion. When completed, they will submit a final Land Development Plan to the Borough.
Jason Reichard stated the “fix” to the stormwater management issue may not be as easy as previously thought. There were plans to intercept the original overflow line with a manhole & tie into the stormsewer, ending up at the current location. However, it was determined that, during the construction process, the old line was demolished & terminated because it was no longer needed. A new line was run from an inlet box (just outside the tank) tying into the stormwater system. In order to create the necessary “fix”, a new line would need to be extended across the parking lot to a discharge point. There is no easy way to undo what has already been done without disturbing the parking lot.
Mr. Missimer said if a new line needs to be ran, then he requested Jason & CSD staff obtain a cost proposal for such work by February’s RLMA meeting. Jason agreed.
Andy said he’s not going to revise the easement agreement again until he hears back from Borough staff or the Borough Solicitor. Mrs. Price thought this was all handled in December, but she will contact Mr. Craley to discuss.
 - **Proposed contract extension with Dallastown-Yoe Water Authority**—DYWA is very interested in extending their current contract with RLMA beyond the 2023 expiration date. The contract will be voted on by the Board after Dallastown-Yoe’s review; this simply extends the contract for a much longer time. Mr. Minnich made a motion to send the contract extension to DYWA for their review; Mr. Poff seconded. All were in favor; motion carried.

- **York Water/DYWA-DEP permit for emergency interconnect**—nothing new to report on this.
- **Engineer’s Report**—Jason reported the following:
 - **Road Interconnect Project**—7 bids were received, well below expected costs. The latest estimate that Jason had authorization for was \$320,000. Detraglia Excavating (from Mechanicsburg) had the low bid at \$228,551. Jason received favorable feedback about Detraglia from some colleagues & has also secured a list of references on them, all of which were great other than being a small family-owned business, which may require RLMA staff to monitor their progression to keep them moving forward. Jason said this is a straightforward project that includes only laying pipe & paving; no connections are involved. He concurs with Detraglia’s bid & with awarding this project to them. An estimated start date is March/April with Jason estimating approx. 30 days to complete. Mr. Klinedinst made a motion to accept Detraglia Excavating’s bid of \$228,551; Mr. Minnich seconded. All were in favor; motion carried. Jason will make the Board aware of the preconstruction meeting, when scheduled.
- **Superintendent’s Report**—Keith reported the following:
 - Authority members attending Borough Work Sessions/Regular meetings:
 - February 10th—Mike Poff (no Work Session in February)
 - March 2nd & 9th—Mr. Minnich & Mr. Klinedinst will be present at both meetings, so another RLMA member is not necessary.
 - February 12th—shut offs for delinquent bills
 - February 25th, 2020—Source Water Protection Meeting to be held at the Red Lion Municipal Office @ 6:30p.m.
 - Chemical contracts for 2020 need to be signed tonight.
 - C.S. Davidson submitted the Annual Safety Inspection Report for the Cabin Creek Dam to DEP. Keith has a copy tonight for the Board’s review.
 - Concrete work at the Wastewater Treatment Plant is ongoing. The current WWTP (the old Water Treatment Plant) is being converted to a pipe gallery. Keith showed pictures to the Board & visitors. It was discussed to pull the pumps & motors that were there in order to install a stairwell. Jeff is gathering prices on stairwells now. Lighting will also be added in the pipe gallery, as no provisions existed for lighting. Where the vacuum chamber was located, valves had been installed, but staff needed to climb down approx. 20-22’ to complete maintenance on the valves & the contractor had cut the ladder off. This needs to be rectified to be safer & more maintenance friendly. This project is ongoing & will be completed as time allows. Staff is shorthanded currently, with some employees on vacation & sick leave. Keith & Jeff hope to keep the work below \$11,200.
 - Board members, supervisors, solicitor & engineer must complete the State Ethics Statement of Financial Interest form & return them to Keith or Jeff by May 1st, 2020.
 - Jeff Beard reported a 3rd quote for removal of the fuel tanks should be received this week and the cheapest of the three will be used. All departments & users of the fuel have been notified & have received their credit cards for another gas supplier/station but are still using what fuel is there. Jeff estimates April or May to be the soonest for tank removal because the company is currently so busy.

- Lori Groupe is not renewing her Notary certification, as she is planning to retire before another 4-year term would expire. Heather Grove has agreed to take the course to fill Lori's spot.
- Water treatment truck that was ordered is to be delivered tomorrow, 1/23. The old plow unit will be put on the new truck, but probably after winter is over. Staff will sell the old truck on MunicBid.

7. **WATER AND SEWER—NEW BUSINESS**

- Election of officers for 2020
 - Chairman—Mr. Poff nominated Skip Missimer as Chairman. No other nominations were received. All were in favor.
 - Vice-Chairman—Mr. Missimer nominated Mike Poff for Vice-Chairman. No other nominations were received. All were in favor.
 - Secretary—Mr. Missimer nominated Jeff Herrman as Secretary. No other nominations were received. All were in favor.
 - Treasurer—Mr. Missimer nominated Denny Klinedinst as Treasurer. No other nominations were received. All were in favor.
 - Asst. Secretary/Treasurer—Mr. Missimer nominated Chris Minnich as Asst. Secretary/Treasurer. No other nominations were received. All were in favor.
- Consulting Engineer for 2020—Mr. Poff made a motion to reappoint C.S. Davidson as RLMA Engineer for 2020; Mr. Herrman seconded. All were in favor; motion carried.
- Solicitor for 2020—Mr. Herrman made a motion to reappoint MPL Law Firm for the RLMA Solicitor for 2020; Mr. Poff seconded. All were in favor; motion carried.
- Auditor for 2020—Mr. Poff made a motion to remain with Hamilton & Musser as RLMA Auditor for 2020; Mr. Minnich seconded. All were in favor; motion carried.
- Chapter 94 Report (based on sewer) was submitted to C.S. Davidson on January 8th. Keith sends the information to CSD; it then goes to Springettsbury, who is the collector; then finally to PA DEP.
- Of note, Keith reported the Mill Creek Interceptor meter has not been installed yet. The Borough had given the Authority a pole to use for this. The pole has been modified & an electrician has been contacted to see what's needed for solar power, but RLMA staff hasn't had time to install/connect the meter yet.
- Signature on checks—Keith got a Resolution from M&T that will enable Board members to continue to sign checks/payments for RLMA.

8. **Other business to come before the Authority—**

- Mr. Minnich explained that Borough Council had never voted on the audio and monitor system that was recently installed in the Municipal Office meeting room. The September Borough Council minutes noted the price for the system to be installed by Reynolds AV. The minutes also stated that the Municipal Authority would pay \$1,334, which was half the price of the monitors. The Authority had no use for the audio system & didn't want to pay any portion of that.
Although this was presented by the Redevelopment Committee that they wished to purchase it, Mr. Minnich said Borough Council never voted on the purchase. It was brought to Redevelopment's attention later (**after** the system was purchased) that, although they have a budget of \$1,000 to spend, all their purchases must come before Council for approval prior to spending.
Council President Tony Musso was present tonight & stated he thinks the audio & monitor system was presented to Council differently than to the Authority. He was taking up for Redevelopment & the fact that when they were told they had money to spend, they were unaware expenditures had to be brought before Council first, so they went ahead & ordered the system. The monitors & audio were installed & the invoice was before

Borough Council to be paid when the confusion was discovered. As Chairman of the Redevelopment Committee, Mr. Musso said Nevin Horne should've made a motion to Council to approve the purchase, but this was never done.

Mr. Minnich said Borough Council is agreeable with paying 50% of the entire system; however, because of the miscommunication the way it was presented to Council, he's asking for leniency from the Authority by asking them to pay 50% of the entire purchase also, both the audio & the monitoring system. Mrs. Price said the invoice came in Red Lion Borough's name, but in December it was stated that the Borough would reimburse RLMA for ½ of the cost, so she was prepared to reimburse RLMA. Borough Council had voted to reimburse Red Lion Municipal Authority at their January meeting.

Mr. Missimer said RLMA should reimburse the Borough if the invoice came in the Borough's name. He said his understanding, at the time the proposal was presented, was that RLMA didn't have a need for the audio system, but that RLMA would reimburse the Borough or Redevelopment for ½ of the monitor cost. Mrs. Price stated at the time the proposal for the system was presented to Council, she was unaware that Redevelopment wanted to purchase it.

Jeff Herrman stated regardless of how it came about, he believes the system will benefit all groups that meet in that room, but he believes the maintenance and/or replacement of the system should be in an agreement that those costs will be split 50/50 also, because the Municipal Authority is not going to be solely responsible for all the cost. Mr. Minnich agreed with that idea.

Jeff Herrman made a motion for Red Lion Municipal Authority to reimburse Red Lion Borough for 50% of all costs (of audio & video) and to create an agreement that costs for maintenance/replacement of the system will also be split 50/50 between the Borough and Municipal Authority and that the point of contact would be RLMA staff; Mr. Minnich seconded. All were in favor; motion carried.

Andy stated the maintenance and/or replacement portion of this motion should come before Borough Council to be sure it's understood. Mr. Missimer said the Authority will move forward with reimbursing the Borough for ½ of the invoice.

Mr. Missimer also stated no one on Borough Council or on Borough staff should ever hesitate to contact him with any questions or concerns, as is the same with RLMA staff or Board members.

- PMAA (Pennsylvania Municipal Authorities Association) offers great courses & informational emails regarding water information. Mr. Missimer urged Mr. Minnich to take advantage of this information & to spend as much time as possible with RLMA staff to educate himself as a new Authority member.
9. **Approval of bills & statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Herrman seconded. All were in favor; motion carried.
 10. **Adjournment**—With no further business before the Authority, the meeting adjourned @ 8:36p.m.
 11. **The next RLMA Meeting will be held Wednesday, February 26th, 2020.**

Respectfully submitted by:

Stacy Myers, Recording Secretary