

**Red Lion Municipal Authority  
Meeting Minutes  
Wednesday, April 22<sup>nd</sup>, 2020**

**Members present**

Skip Missimer, Chairman  
Mike Poff, Vice Chairman  
Jeff Herrman, Secretary  
Dennis Klinedinst, Treasurer  
Chris Minnich, Asst. Sec/Treasurer (joined @ 7:06pm)

**Others present**

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

**Visitors**—none

Public Notice was given that the Red Lion Municipal Authority, York County, Pennsylvania, will hold its regularly scheduled meeting on April 22<sup>nd</sup>, 2020 at 7:00pm via remote means. This notice was published in the York Daily Record on Friday, April 17<sup>th</sup> & also on Red Lion Borough/Municipal Authority website. Members of the Authority Board, RLMA staff & professionals will participate via audio, and an audio recording of the meeting will be made. Public may join the Zoom meeting via their own computer if they choose.

1. The Authority meeting was opened @ 7:00pm via Zoom remote access, followed by the pledge to the flag.
2. Mr. Herrman made a motion to approve the February 26<sup>th</sup>, 2020 Meeting Minutes; Mr. Klinedinst seconded. All were in favor; motion carried. Of note, the March 25<sup>th</sup>, 2020 Red Lion Municipal Authority Meeting was cancelled due to the COVID-19 pandemic.
3. **Retroactive bill approval**—Although the March 25<sup>th</sup> RLMA meeting was cancelled, it was necessary to mail the bills that were to be approved at that meeting. A list of those bills was sent to the Board members for review & questions prior to being signed by Mr. Missimer & Mr. Poff on March 25<sup>th</sup>, then mailed. Retroactive approval is needed by Board members. Mr. Herrman made a motion to retroactively approve the March 25<sup>th</sup>, 2020 meeting bills; Mr. Klinedinst seconded. All were in favor; motion carried.
4. **As a result of the COVID-19 emergency declaration, both nationally & in Pennsylvania**, Mr. Missimer & Keith decided to notify RLMA customers that the following two items would be suspended until further notice:
  - Installation of the new meters
  - Shutoffs for nonpayment of past due bills

It was thought that when Governor Wolf instructed all utilities not to conduct shut offs for non-payment of bills, that the order applied to municipal authorities as well; however, it was learned that this is not the case. RLMA Board members should decide whether to reinstate shut offs for non-payment. Keith provided the following information for March & April's delinquent bills:

- On March 5<sup>th</sup>, there were 187 accounts on the delinquent list, for an outstanding total of \$24,739.55. A call was made to those customers notifying them as such. By March 11<sup>th</sup>, 124 customers had paid their bill, leaving 63 unpaid accounts for an outstanding total of \$6,796.82 (this total includes the bill amount & late fees) Delinquent bill fees for these 63 accounts would have totaled \$3,150, if collected.
- On April 14<sup>th</sup>, there were 150 accounts on the delinquent list, for an outstanding total of \$16,681.81. A call was made to those customers notifying them as such. By April 17<sup>th</sup>, 42 customers had paid their bill, leaving 108 unpaid accounts for an outstanding total of \$11,961.55 (this total includes the bill amount & late fees) Delinquent bill fees for these 108 accounts would have totaled \$5,400, if collected.

- Keith stated the above outstanding amounts will be collected eventually. If it's a tenant bill, the payment may need to come from the landlord. If it's a bankruptcy/foreclosure situation, the bill would get paid when the property gets sold. Mr. Missimer suggested keeping the moratorium on water shut offs in affect for one more month (April), but as of May, delinquent customers would be notified that shut offs will resume & will include the \$50 delinquent bill fee.

Keith stated this would mean a message would go out to delinquent customers on Thursday, May 7<sup>th</sup>, notifying them of the May 13<sup>th</sup> shut off date. Currently, Governor Wolf has slated May 8<sup>th</sup> for the Stay at Home Order to be lifted, so customers can get their bill payment to the Red Lion Municipal Offices by various means—via U.S. Mail, dropping it in the office's overnight box, or via online bill pay through the website (up to the day before).

Keith stated partial payments are no longer accepted, as they were when quarterly billing was done. The current software system is not set up to accept partial payments, but Mr. Missimer said if it's possible to work with some customers experiencing financial difficulty, maybe the office staff could take whatever the customers could offer toward their bill. Mr. Herrman agreed that, under these extraordinary circumstances, we should try to work with customers.

Mr. Klinedinst stated that could possibly be reviewed in the future, but he feels the \$50 fee should be charged for the current due bill if it becomes delinquent. The government has offered stimulus money to help with people's financial situations, so the water bill should get paid.

Mr. Klinedinst made a motion that the moratorium on shutoffs for delinquent water/sewer bills will be lifted as of the beginning of May & that municipal staff will begin shut offs for nonpayment of bills (which will include a \$50 fee) on May 13<sup>th</sup>, 2020, Mr. Herrman seconded. All were in favor; motion carried.

5. **WATER USAGE REPORT**—5.93” of rainfall was received since the February RLMA meeting. Beaver Creek is still being used on & off, as needed.

6. **CONNECTIONS REPORT**—5 new connections since the February meeting (2-The Paddock, 1-Laurel Vista, 1-Redco & 1-Summit Lane).

7. **WATER & SEWER—OLD BUSINESS**

- **Solicitor's Report**—Doug Myers reported:

- MPL staff is assisting with various questions regarding the COVID-19 pandemic, including the shutdown, PUC/State authority to freeze shut offs, meeting requirements & other issues.
- D & B Broadband sent their lease draft (proposing their equipment on the tower) to MPL for review. Doug said comments regarding this will be discussed in May.
- Red Lion Borough Pension Audit—Doug stated that Andy had discussed this with Borough Manager, Dianne Price. Mr. Missimer confirmed that Andy & Mrs. Price talked significantly about it & Mrs. Price was satisfied with the outcome.

- **Engineer's Report**—Jason reported:

- The Burrow's Road Interconnect Project was awarded to DeTraglia Excavating & the contracts are in place, the “Notice to Proceed” was issued & a preconstruction meeting was held. The contractor had started to mobilize materials to the site at the time of the Governor's first Stay at Home declaration. Staff & legal counsel deemed this project nonessential or critical to the operation of the water system, so the contractor was told to wait until further notice. Jason predicts a Contract Change Order will be necessary to extend the contract time; probably at the May RLMA meeting. Jason doesn't foresee the contractor charging the Authority for the material they delivered onsite & then had to pull off again.
- CSD staff is watching details & updates as to what businesses & activities may/may not proceed. Board members agreed that the Interconnect Project should proceed when possible.

- **Superintendent's Report**—Keith reported:

- Flushing was scheduled to begin April 6<sup>th</sup>; however, this has been postponed so as not to alarm residents about why flushing was taking place and/or to deter rumors that it was due to COVID-19. Since the new Water Treatment Plant has gone online, there isn't nearly as much sediment sitting in the lines as previously seen. Staff is confident that if flushing would be postponed until next year, there would be no negative results, but since May-September tends to be the heaviest water usage period, they plan to discuss whether to flush in the fall (or before the beginning of the 2020-2021 school year) at least at blowoff/dead ends.
- Because of COVID-19, notices & statements were posted on the website & updated, as necessary. RLMA staff has developed & is following a list of guidelines which includes altered work schedules for WTP operators, maintenance crews & office staff, sanitizing efforts of office & all WTP equipment twice/day, non-contact thermometers being purchased to test staff, additional purchases of masks & gloves and no bulk water haulers, delivery personnel, salesmen, etc. being allowed in the buildings. In addition, if any employee is feeling ill, they're advised to let their supervisor know & to not come to work. Keith stated one of the employees' wives sewed washable/reusable masks for all the employees also. Board members thanked Keith, Jeff & all RLMA staff for cooperating with the above guidelines. Their efforts to keep everyone safe & healthy are very much appreciated.
- A Pandemic Continuity of Operations Plan (COOP) was created, per EPA's recommendation (not a requirement). Mr. Missimer thanked Keith for sending this to the Board for their review. The plan is approx. 85% complete, but currently operational. Any comments can be sent to Keith or Mr. Missimer.
- 6" water main break was repaired on Appaloosa Way on April 19<sup>th</sup>. It was reported @ 7:30 that morning & repaired by 12:30 that afternoon.
- Possible deferment of PennVest loan payments—the State has made it optional for municipal authorities or other government entities with PennVest loans to defer payment for 3 months. Mr. Missimer stated that, while this may be necessary for some projects not generating revenue, he did not see any reason for Red Lion Municipal Authority to do this. It increases the amount of interest we would pay, while extending the life of the loan also. Since water & sewer revenue will continue as normal, Mr. Missimer & the rest of the Board agreed to not defer our PennVest loan payments.

8. **WATER AND SEWER—NEW BUSINESS**—Keith reported:

- The CCR report has been approved by DEP and a copy was sent to DYWA & Windsor Borough. Copies will be printed & delivered at the normal places once the printing company has resumed business. A link will be added to the water bill & is on the website, for customers' access. Keith stated there were 3 violations on the report, not due to water quality, but reporting issues:
  - Samples were fine, but the lab report was not uploaded to DEP's website by the 10<sup>th</sup> of the month (required), which resulted in a violation.
  - As of September 2019, chlorine calculations at the filter plant were to be done differently. After Lori & Keith had spoken to DEP's Sanitarian to discuss how the calculations were to be uploaded, Lori did so, as instructed. That Sanitarian then left DEP & another one came & found an error in the calculation because it was not done to his specification. This resulted in a violation to RLMA.
  - Another upload that was not done to the DEP site till after the 10<sup>th</sup> of the month, resulting in a violation.
- Clarifiers were cleaned at the Water Treatment Plant on April 7<sup>th</sup> & April 9<sup>th</sup>.
- It was reported that a fire hydrant at South Main & Lancaster Street was hit by a vehicle recently, in a hit & run incident. Municipal staff was not notified about it & although the

Borough owns the hydrants, Keith said he would like to keep a record of the repair in the CS Datum system. Municipal staff typically inspects all repairs too, once they're completed, but no inspection was done after this hydrant repair. Mr. Klinedinst was not aware of this issue, but he will research it. Keith stated Municipal Authority staff is always available to assist in any situation like this, if necessary.

9. **Approval of bills & statements**—Prior to tonight's meeting, a list of bills to be paid for April were emailed to Board members for review. Mr. Poff made a motion to approve the bills & statements; Mr. Minnich seconded. All were in favor; motion carried.
10. **Adjournment**—Mr. Herrman made a motion to adjourn the meeting @ 8:01p.m. Motion carried; meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary