

Red Lion Municipal Authority
Meeting Minutes
Wednesday, May 27th, 2020

Members present

Skip Missimer, Chairman
Mike Poff, Vice Chairman
Jeff Herrman, Secretary
Dennis Klinedinst, Treasurer
Chris Minnich, Asst. Sec/Treasurer

Others present

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

Visitors

Dianne Price
Dustin Boyd

Public notice was given that tonight's meeting would be held via remote means. 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 @ 7:01p.m. via Zoom remote access, followed by the pledge to the flag.
2. Mr. Poff made a motion to approve the April 22nd, 2020 Meeting Minutes; Mr. Klinedinst seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—5.25" of rainfall was received since last meeting. Keith stated Beaver Creek has been used sparingly over the past month.
4. **CONNECTIONS REPORT**—1 new connection at 629 S. Main Street, Red Lion.
5. **VISITORS**—Dustin Boyd from D & B Broadband was present; his business is covered under Solicitor's Report.
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Andy reported the following:
 - D & B Broadband submitted their proposed lease of space on the monopole in the park. Andy had reviewed & revised it, as the electricity to D & B's equipment will now be handled with a separate meter to be paid directly by D & B. This will eliminate the \$20/month electric fee the Authority was proposing to charge to D & B. This leaves the client's rent at 5% of their sales revenue. 5% of D & B's revenue is unknown at this time until he builds a client base & his service area grows. Dustin plans to offer unlimited data for approx. \$50/month and he currently has 10 interested clients, but nothing is firm yet.
Andy stated D & B's lease was created similar to previous leases the Authority had with the school district & the County. Andy said the lease (Exhibit A) can be approved by the Board tonight, but Exhibit B (equipment list) still needs to be received. And Exhibit C (Lessee contact information) also needs to be received. Dustin said he will see that Andy receives this information.
Mr. Herrman made a motion to approve D & B Broadband's Site Lease Agreement with the stipulation that the equipment list & lessee contact information is submitted before the lease is valid; Mr. Minnich seconded. Motion carried (4-1) with Mr. Klinedinst opposing. Mr. Klinedinst opposed because he was unable to open the PDF of the lease agreement & review it in time for tonight's meeting.
 - **Engineer's Report**—Jason reported the following:
 - Burrows Road Project—Detraglia Excavating resumed this project once the Governor's restrictions were lifted on field construction activities. As of today, the

entire water line has been installed & hydrostatic testing was done in preparation of chlorinating the line for disinfection. Detraglia submitted their first payment request in the amount of \$79,308. This cost includes the installation of two wet taps, 455 linear feet of water main, tracer wire & a percentage of their mobilization costs. Retainage in the amount of \$8,812 is still being held. Jason concurs with the payment request.

Mr. Herrman made a motion to approve the \$79,308 payment to Detraglia Excavating; Mr. Poff seconded. All were in favor; motion carried.

- Contract Change Order #1—due to a delayed start & work restriction due to COVID-19, Detraglia Excavating is proposing a 45-day time extension for the Burrows Road Project. Jason concurs with the request but stated the contractor may not need the extension because of the significant progress they're making in the field. This is a time extension only; no additional monies are being requested.

Mr. Herrman made a motion to approve Change Order #1; Mr. Poff seconded. All were in favor; motion carried.

- Sanitary Sewer Improvements—On May 12th, 2020, the Borough Manager sent a letter (and pictures) to the Authority with concerns about the restoration work done by Barrasso Excavating's subcontractor. Jason contacted Barrasso about the concerns regarding some of the patchwork. Barrasso responded prior to the 1-year performance bond expiration date of May 14th, 2020 & requested an inspection of the patches be conducted with representatives from the Authority & Borough.

Clarification needs to be made of what work needs to be done by Barrasso to bring the street patches into compliance with the Borough. Jason will arrange a site inspection between Barrasso, Borough reps, Skip Missimer, Dennis Klinedinst, Keith & Jeff.

- **Superintendent's Report**—Keith reported the following:
 - Water shut offs were cancelled in April, May & June due to the COVID-19 pandemic and the fact that many people were out of work and hadn't received their income tax money or other funds. For the safety of the Municipal Authority employees (while turning off residents' water), staff extended the grace period for unpaid bills through the end of June. Notice will be sent with the June water bill stating shut offs will resume in July.
 - A Pandemic Continuity of Operations Plan (COOP) has been completed & sent to Authority members for their review & comment.
 - Roofer has completed repairs at the Beaver Creek pumphouse & Country Club Hill station. RLMA staff is satisfied with the work, along with the material and the process used. Jeff Beard stated this contractor was much more affordable than the previous contractor used.

7. **WATER AND SEWER—NEW BUSINESS**

- A lease purchase proposal to take over cell tower rents was received from Landmark. They were told the Municipal Authority is not interested in selling.
- Battery replacement for the UPS units at the Water Treatment Plant was discussed. The batteries are to be replaced every 5 years, but the current batteries have been purchased/in use almost 7 years, although 2 of the years, the batteries were in storage. Core Power quoted \$4,450 for 128 batteries of both units, including removal & disposal of the old batteries. Mr. Minnich made a motion to spend \$4,450 for the battery replacement of the UPS units at the WTP; Mr. Klinedinst seconded. All were in favor; motion carried.
- Cross Easement Agreement at Fairmount Park was presented & will be a recorded document but recorded separately from the deeds. Mr. Missimer thanked Andy Miller & Borough staff

for their patience in working through the process between the Borough, Municipal Authority & Kaltreider-Benfer Library.

- Snow Removal Agreement for Red Lion Borough parking lot at Fairmount Park was presented. This had been revised to include changes requested by the Borough related to snow removal & the number of days to disconnect the overflow from the water tower (required by RLMA before the end of year). This is a year-to-year agreement in which Red Lion Borough can terminate annually before July 1st.

This will require signatures but does not need to be recorded.

Mr. Poff made a motion to approve both above agreements; Mr. Minnich seconded. All were in favor; motion carried.

- Source Water Protection meeting was cancelled due to COVID-19; a future date will be determined later.
- General Dynamics—a 12” water main was capped (to the right of the salvage yard on High Street). No water was in the pipe; the valve was holding 100% of the water. Pictures were taken; this is now complete.
- Vactor truck repairs—Keith obtained a quote from A & H Equipment (Harrisburg) to complete repairs on the inside of the tank. Although currently useable, both sides of the truck are in need of repair; quote is \$3,731.52. Consensus of the Board was to move forward with repairs.
- Red Lion Borough hydrants—Mr. Missimer suggested RLMA taking over responsibility of the fire hydrants. They’re connected to the water system and although this isn’t the “normal” arrangement in most municipalities, Mr. Missimer believes the Borough doesn’t want responsibility for the hydrants anyway. He believes this is legal to do, but many factors must be researched before moving ahead with it. This would eliminate the Borough’s monthly standby fee they pay to the Municipal Authority for each hydrant.

Where would the Authority make up that lost revenue if the monthly hydrant fees are eliminated? RLMA has the authority to instill a hydrant tax on residents’ water bills, but this will need to be researched also. Another budget line could be added to the Authority’s budget to adjust revenue accordingly.

Jeff Herrman said it’s not the Municipal Authority’s responsibility to provide fire protection to residents; it’s their responsibility to provide water to its customers. That monthly standby fee allows for the fire company to connect to any hydrant to fight a fire and the Borough is the entity that must have agreements in place with local fire companies to provide fire protection for residents.

Consensus of the Authority board members agreed with Mr. Missimer’s suggestion, but a lot of discussion needs to take place before moving ahead with this. First, Mr. Missimer will contact Council President Tony Musso to discuss this idea & Mr. Klinedinst said he will start a discussion with Borough Council about it also.

Jeff Herrman stated that a few meetings/discussions had taken place between Borough Council reps & RLMA members in an effort to hash out a hydrant agreement, but nothing concrete was ever established & nothing seemed to get resolved. Mr. Missimer said RLMA taking responsibility of the hydrants wasn’t a part of those previous discussions, but it would probably resolve those issues & that’s his main reason for making this suggestion.

- Returning to “normal” work operations—Keith reported the maintenance crew & WTP staff returned to their normal work operations last Monday, May 18th. Municipal office staff did so yesterday, May 26th and reopened the office to the public, but with precautions in place. A partition was placed in the lobby where visitors can use one door to go upstairs to the Borough offices or the other door to access Municipal offices. Foot traffic has been very minimal.

Office staff is wearing masks when waiting on customers & all offices are being sanitized twice/day. Employees are taking their temperatures each day prior to work & practicing social distancing.

Municipal staff is not going into residents' homes unless there is an unavoidable situation and the resident is comfortable with giving staff access.

- Joint meeting with Dallastown-Yoe Water Authority is scheduled for Wednesday, July 8th @ 6:30pm at the Dallastown offices. Everyone is to wear a mask & practice social distancing. Discussion will be held on a new bulk water sales agreement, but if anyone has other items they wish to discuss that night, send them to Keith.

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

- Regarding the standards for street cuts/repairs, Jeff Beard said we're limited to contractors to do this type of work & he's looking for suggestions from the Board. Last year, Borough staff sealed street patches for Fitz & Smith. Stewart & Tate does this for Columbia Gas, but they're much more expensive.

Municipal staff was told they need a 3rd-party to inspect the backfilling, but Borough regulations state the backfilling needs inspected prior to patching/paving, so Jeff asked for clarification on that also. RLMA's work is a little different (than other utilities) because they could be out at night (or winter) making a repair & a 3rd-party inspector may be hard to obtain.

Mr. Klinedinst thought RLMA received an outline of the Borough's street cut patches. He mentioned one on Henrietta Street that should've been completed within 90 days. Jeff said the Henrietta repair was in January & patching is not done until Spring; then the coronavirus restrictions were set which delayed things further. Jeff said there are some street patches that are several years old where repair work had to be limited to stay under the bidding threshold. Municipal staff has the list of all street patches that need done & more get added each year, but they're working to get them done.

Couple issues that need to occur:

- Obtain an updated list of necessary street cuts/patches that need repaired.
- RLMA staff needs guidance from the Borough on what process needs to be followed for new street cuts & new backfills, especially in an emergency situation.

Regarding the 2nd issue, Mr. Missimer suggested the Authority send notice to the Borough requesting clarification on their requirements.

Keith said Borough staff used to complete final street restoration on municipal patches; the list was given to the supervisor. Then the Borough stopped doing the repairs, unbeknownst to the Authority until the 2nd or 3rd year, so the list of necessary repairs continued to accumulate. That's when Fitz & Smith started completing in-town & out of town street repairs. We can only complete so many street repairs while staying under bidding requirements, but Mr. Missimer said, if they need to be bid, maybe that's what needs to be done. These are all discussions that need to be held with Borough staff.

- June 24th Red Lion Municipal Authority will be held at the Municipal offices—everyone should wear a mask & practice social distancing. Board members agreed to this.

Mrs. Price said RLMA is welcome to use the Community Building for their meeting, as Borough Council had done in April & May. Only one member of the public attended the May meeting; no one wore a mask, but social distancing was practiced.

9. **Approval of bills & statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Minnich seconded. Motion carried, with Mr. Klinedinst opposing, stating he had not received a copy of the bills that had been emailed with tonight's agenda/addenda.

10. **Adjournment**—Mr. Herrman made a motion to adjourn the meeting @ 8:10p.m. Motion carried; meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary