

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, February 24th, 2021**

Members present in-person/Zoom

Mike Poff, Chairman
Skip Missimer, Vice-Chairman (Zoom)
Dennis Klinedinst, Treasurer
Chris Minnich, Asst. Sec/Treasurer
Kelly Henshaw, Secretary

Others present in-person/Zoom

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard (Zoom)
Andy Miller (Zoom)
Stacy Myers, Recording Secretary

Visitors

Dianne Price

1. The meeting was called to order @ 7:02p.m. followed by the pledge to the flag.
2. Mr. Missimer made a motion to approve the January 27th, 2021 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—usage is lower than usual compared to last year, this time. 4.3” of rainfall was received since last meeting.
4. **CONNECTIONS REPORT**—1 new connection since last meeting (Kensington development). Kensington has now added another phase with additional lots for sale. This phase had been approved by the Board previously.
5. **VISITORS**—no one to address the Board.
6. **WATER & SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Andy Miller reported the following:
 - **Red Lion School District has requested to go back on the monopole** at 190 S. Charles Street. Andy received a proposed lease from Greg Monskie at the school, and he made a few minor changes & forwarded to the Board for their review. Staff has no concerns with the school district going back on the monopole. All equipment & the engineering report/study is the school’s responsibility prior to them going on. Keith said there are several empty electric meter bases, so an electrical connection won’t be a problem.

The school’s prior lease had a term of 6-months with automatic renewals unless either side elected not to renew with 30 days advanced notice. The current lease for the school is patterned off of D & B Broadband’s lease (also on the monopole) & has a 2-year term with the option for 5-year renewal terms. Annual rent is set at \$100. Keith stated prior to the school removing their equipment, including their electric meter, without notice to RLMA staff, they had been on the pole for several years, with no problem. The list of equipment the school is proposing for the outside of the tower will be reviewed during the engineering study, whether it’s an antennae, dish, etc.

Greg Monskie voiced a concern about Section 16A of the agreement that stated the lessee would pay expenses, attorney & engineering fees & the landlord would be able to invoice the lessee for those charges when they arise under the lease. Andy didn’t think there were any fees associated with this in the past & he doesn’t expect there to be with this lease, but he recommends keeping that language in, so the Authority doesn’t incur out-of-pocket expenses. With their 2006 lease, the school paid nothing to have their equipment on the monopole; they only paid \$1 as an upfront cost. Once the school district approves the lease & Andy’s minor changes, Andy will report back next month.

- **DYWA Bulk Sales Agreement**—Andy received an update from Dallastown-Yoe regarding Red Lion’s comments & it sounds like DYWA doesn’t have any issues with the agreement. They did question whether RLMA would agree to keep the consumption rate of 1.3million with DYWA having the option of increasing that amount to 1.4-1.6million, if necessary. RLMA Board & staff didn’t have any concern with those amounts. No mention of the term agreement was made so this will be confirmed.
- **Engineer’s Report**—Jason Reichard reported the following:
 - **Springvale Road Water Main Extension Project**—Jason’s office issued a bid rejection letter to Doli Construction based on past experiences RLMA had with them. The contractor was disappointed but accepting of the reasons given. A notice of award was issued to Barrasso Excavating and the signed contract agreement was returned to Jason’s office. Those documents are before the Board for execution tonight. The contractor plans to begin mid-to-end of March, but a preconstruction meeting will be scheduled prior. Jeff Beard reported none of the right-of-way easement agreements have been returned to date. The Springvale work can begin before the easement agreements are signed & returned, as they affect only the small section of Wise Avenue extended.
 - **Edgewood Tank Replacement Feasibility Study**—Phase 1 has been completed & a report has been submitted to RLMA staff & the Board, but the Board requested more time to review the report. Jason believed it was a successful study that should be beneficial moving forward. CSD coordinated efforts with Daniel Hershey, P.E. of Hershey Engineering, Inc. to obtain additional experience, professional modeling capabilities & design oversight to complete the remaining feasibility study phases. An updated scope of work with amendments to the 4-phase proposal (submitted to the Board previously) will include Mr. Hershey. In response to Mr. Minnich’s question of whether a pump would work for the old tank as opposed to rebuilding/replacing it, Jeff Beard said when that tank was built years ago, the larger tank was necessary. It was prior to the current Water Treatment Plant with its capacity & capability of treating the volume it currently does. Now the large volume of water that’s sitting in that tank is useless. Does the tank just need to be taller? Or is a new type of tank with less capacity needed? These are questions to be answered in the feasibility study. The staff would like both tanks (Fairmount & Edgewood) to trade off and be able to maintain equal pressures to residents. Mr. Klinedinst agreed that researching & obtaining a pump to get the water out of Edgewood may be a better option than replacing it, but options are what we hope to obtain with the study.
 - **Cabin Creek Dam—2020 Annual Safety Inspection**—Jason is reviewing options for restoration of the existing intake tower & he will discuss his findings with RLMA staff. His estimation for the project cost will be in the \$50,000 range. More details on this to come.
- **Superintendent’s Report**—Keith reported the following:
 - March 17th, 2021—water shut offs for delinquent bills
 - A 6” water main on Wise Avenue was repaired since last meeting.
 - April 5th, 2021 is the tentative date for flushing. Mr. Klinedinst said the Borough plans to stay ahead of the Authority to ensure street sweeping is done prior to flushing. Keith said flushing starts out of town & moves inward, but all their bulk water customers, sprinkler system customers, factories, etc. have been notified & coordinated for the April 5th date, so that can’t be pushed back. Keith made the request again for the number of gallons used for street sweeping because it must be documented on the Chapter 110 Report as “unaccounted” water. There’s no charge

for that water, but DEP needs to know what water is unmetered. Mrs. Price confirmed that report can be done.

- Kelly Henshaw requested to borrow the generator for the Suds ‘n’ Song event. Last year, Red Lion Recreation was charged \$1 rent so it would be covered by the Borough’s insurance policy. RLMA hadn’t seen the policy nor where the generator was covered in it; however, Mrs. Price confirmed it will be insured under “borrowed & rented equipment” and that’s the reason for the \$1 rent. The Borough also has adequate liability insurance for this one-day event. The Board agreed to let Red Lion Rec use the generator on June 5th.
- Pretreatment basin repairs—no feedback was received from CSD to date.
- WTP control valve repair was completed at the Pretreat building. It was the main valve which takes water from the Pretreat building via gravity flow to WTP. A split pin came out of the actuating valve shaft that operates that valve. It malfunctioned in the “open” position. Municipal staff was onsite on a Saturday & operated the valve manually & the repair was planned for the following Monday. Due to the forecasted weather, Keith requested employees come that Sunday, so it was repaired that day.
- Board members received the Risk & Resiliency Assessment with appendixes and the Emergency Response Plan for review & comment before March’s Authority meeting. Mr. Missimer explained these four documents (the R & R Assessment, the ERP, Appendix A & B) are required per the American Water Infrastructure Act. He suggested the Board read Appendix A & B first, as those 2 documents will give background information needed to review & make sense of the Risk & Resiliency Assessment. Keith has completed The Emergency Response Plan which is due 6 months after the R & R Assessment. This is very similar to the ERP’s done for Pennsylvania, with the exception that this document includes the largest risk posed to the Municipal Authority operations, which is a cyber threat or cyber security risk. Much time, effort & money must be spent with contractors to determine what the cyber security risks are, for not only the WTP operations, but also the billing, business & communications office. These documents all work together to confirm RLMA identifies their risks & what will be done to address the risk(s). Mr. Missimer asked the Board to review the documents, highlight areas of question/concern for discussion at the March meeting.
- Going along with the R & R Assessment & ERP, Keith mentioned a recent event in Florida where someone tapped into a water facility’s SCADA system & made chemical adjustments. RLMA staff had Doceo go to Red Lion’s WTP & perform an air-gap on the SCADA system, so there is no internet connection going to the SCADA system anymore, as a measure of security to keep the system safe. All operating systems at the plant were Windows 7 which hasn’t been supported since January 2019. Keith obtained a proposal from ACC to replace equipment, software, and to bring Win911 into operation. Doceo reviewed the proposal & said the Authority could save money by ACC purchasing the software & equipment and for Doceo to complete the installation. Another visit to the plant will take place to confirm the equipment & software that is necessary. Mr. Missimer said when RLMA has an employee working from home on their home system, it creates some vulnerability also. They may want to be on the same system as the office/plant, but this can be discussed later.

7. **WATER AND SEWER—NEW BUSINESS**—Keith reported the following:

- Board members need to complete the State Ethics Commission Statement of Financial Interest forms & return them to Keith by May 1st, 2021.
- Chapter 110 Report & Water Allocation Report have been submitted to DEP before the due date of March 31st, 2021. DEP confirmed both reports were acceptable as submitted.

- The CCR (Consumer Confidence Report) has been completed & sent to DEP on February 18th, 2021 for their approval. It is due June 30th, 2021. It will be posted on the website & hand-delivered to various places.
 - A part-time position for a Water Treatment Operator is available. This is a 3rd shift position, every other weekend. Keith will advertise in the newspaper; the Board prefers to not go through a temp agency but would rather try to find an employee on their own.
8. **Other business for the Authority**—
- In response to Keith reporting last month on the “no loss of time/no accident” at the WTP, Chairman Poff feels more affirmation should be given to Municipal employees. He would like to recognize each part-time and full-time employee with a type of award. The Board agreed with this idea & a consensus of spending \$25/employee was made (total of 22 employees, PT & FT).
 - In light of the new Water Treatment Plant running 24/7 the past six years, Chairman Poff suggested, beginning next year, a little extra money should be built into the budget to repair things that may break down. As the system ages, things may happen. Jason agreed to increase that line item at budget time.
 - Mr. Klinedinst asked if the private items being stored in the Maintenance Building were moved. Keith said there are a few items left which will be removed then Keith will get the key back.
 - Concerning the vegetative growth in the Cabin Creek Reservoir, Keith reported he did receive the SDS sheet (previously the MSDS sheet) on the suggested chemical/herbicide to be used. He is still researching references for companies who have used the chemical and what problems they had, if any. More on this later.
9. **Approval of bills & statements**—Mr. Minnich made a motion to approve the bills & statements; Mr. Missimer seconded. Motion carried with Mr. Henshaw abstaining from voting on the L/B Water Service invoice.
- Mr. Klinedinst stated he had no time to look over the expense/check report because it hadn't been emailed soon enough. Keith said the expense report is emailed with the Addenda the day of the meeting and it's always been done that way. Mr. Henshaw confirmed tonight's Addenda & expenses were emailed this afternoon @ 2:35p.m. Mr. Klinedinst had looked at his email earlier this morning, so he hadn't received the expense report or the Addenda.
- Keith said typically the expenses, completed by Lori and Connie are done by 2:00pm & emailed to everyone, but it was a little later today. Mr. Klinedinst apologized, as he hadn't checked his email since 10:30a.m. this morning.
10. **Adjournment**—Mr. Klinedinst made a motion to adjourn the meeting @ 8:01p.m. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary