

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, June 23rd, 2021**

Members present

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

Others present

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

Visitors

Dianne Price
Blaine Markel
Glenn Rexroth
Stephanie Weaver

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. Mr. Klinedinst made a motion to approve the May 26th, 2021 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Keith reported 5.75” of rainfall was received since last month. Consumption is down slightly from this time last year.
4. **CONNECTIONS REPORT**—8 new connections since last month, all in The Paddock
5. **VISITORS**—
 - Blaine Markel & Glenn Rexroth brought the preliminary/final Land Development Plan for Rexroth Equities before the Board. The plan was submitted for the purpose of constructing additional industrial buildings on both of the below properties:
 - Mia Brae consisting of 59 acres (behind Patton Veterinary) with 75% of the building in Windsor Township & 25% in Red Lion Borough. Glenn proposes to construct a 97,000sq. ft. industrial building, along with a building addition on the Fisher Auto Parts building for storage.
Sanitary sewer will be the responsibility of Windsor Township via a main extension from Pershing Avenue to the rear of the building tying into an existing manhole. The Township has approved this.
Water would come from RLMA & Glenn is proposing 1 tap in the rear of the building which would extend into a utility room where it would split for a fire line & a domestic service line.
 - Former Yorktowne Kitchens property consisting of 27 acres—Glenn is proposing to construct two 15,000sq. ft. buildings (1 for a contractor’s office/shop & 1 for warehouse/storage). The buildings would come off the newly constructed roadway which goes from Redco Avenue to Boxwood Road.
Two separate taps will be provided into the main that would go into a water meter pit, then straight into each building.
Sanitary sewer will be directed into the existing manhole on Boxwood Road into RLMA’s system.

Comments regarding the submitted plan were received from Jason Reichard. Blaine said those comments were addressed & returned to Jason & Keith; however, neither Jason nor Keith were aware this plan was coming before the Board tonight. RLMA staff & Jason reviewed the revised plan (after Jason’s first set of comments were addressed) and Keith just sent his comments to Jason today. Jason wants to review those, although he doesn’t foresee a lot of outstanding items. Keith said once the plans go through the review process at staff level & everything is in accordance with the Rules & Regulations & material specs, then they’re

presented to the Board. The revised plan that Blaine submitted last week are those that Keith had a few comments on & had sent to Jason for his review. Jason will then send a formal letter to Glenn/Blaine. Once those few comments are addressed & the plan is resubmitted, it will come before the RLMA Board.

There was a miscommunication because Blaine thought his addressing the first set of comments right away & resubmitting the plan would get him on tonight's agenda, but staff was not told that he & Glenn planned to come tonight.

Jason stated he should be able to review the resubmitted plan and Keith's comments & get the formal letter to Blaine & Glenn within a couple days.

Because Glenn didn't want to wait until the July Authority meeting, the Board agreed to look at the most recent plan for both properties tonight.

Glenn is also proposing to put a stormwater detention facility in the area to control off-site water that comes onto the Mia Brae site.

Blaine stated Windsor Township Supervisors & Planning Commission, as well as Red Lion Planning Commission have signed off on the mylars for this plan. Glenn will go to Red Lion Borough Council's July 12th meeting for plan approval too after addressing some conditional items per the Borough Manager's request.

Mr. Missimer made a motion to approve Rexroth Equities, LP's plan with conditions of 1) once the final mylars are developed and 2) after all comments from RLMA staff & Engineer are addressed; Mr. Klinedinst seconded. All were in favor; motion carried.

- Glenn Rexroth asked Keith & Jeff if anything was resolved concerning his getting billed for the 11 hydrants on his property & the meter pit on the former Yorktowne site, but Jeff said it hadn't been discussed any further as the Authority's sprinkler design is being reviewed for a proposed update. Everything at Mr. Rexroth's complex runs through a meter, in addition to having fire hydrants in the complex in the event of a fire. If a fire would occur, he would be charged for the water usage, but he's also billed a standby fee for each fire hydrant. The Authority chose to put a meter on the large sprinkler line underground because of the age (cast iron) of the line that surrounds the entire complex, mainly because there have been multiple leaks in the complex. So essentially, he's getting double-billed with the metered sprinkler system **and** the 11 private hydrants on the complex.

Mr. Rexroth's proposed 97,000sq. ft. won't have a meter on it; he'll get billed a service charge, as it will only have 40' of main to the building. Mr. Rexroth stated, in the event of a fire at General Defense, the fire company would connect to one of his hydrants & he would get billed for it; however, that usage would be known based off the difference of his last monthly bill. The Board could then determine whether to waive the consumption used for the fire.

Standby fees are charged for all hydrants on the system in order to be ready for a fire & water consumption used to fight a fire is **not** charged to anyone. The Borough maintains all the hydrants on the Authority's system, but Mr. Rexroth's hydrants on his complex are private & his responsibility to maintain. Water is supplied to fire hydrants to fight fires, not to provide residents with drinking water & that's why standby fees are charged. Jason stated Mr. Rexroth's current plans contain indicator meters (to pick-up low flow or leaks) not fire line meters.

More discussion can be held on Mr. Rexroth's billing issue between the Board & staff.

Mr. Missimer suggested billing the insurance companies for water used during a fire. He & Mr. Klinedinst agreed that money could be recouped through them. This will also be researched.

6. **WATER & SEWER—OLD BUSINESS**

- **Solicitor's Report**—Doug Myers reported the following:
 - **RLMA/DYWA Bulk Sales Agreement**—Andy sent the proposed final draft to DYWA's Solicitor which will be on the Joint Meeting agenda on July 28th.

- **Mackie & Sandra Enfield (420 S. Franklin St)**—a follow-up letter was sent to the Enfield's to reiterate RLMA's offer of waiving the tapping fees to connect them to water and sewer but not to waive monthly charges. Enfield's really only wanted sewer, not public water. The water main isn't in front of their property, so it would need to be extended a few hundred feet which could be quite costly to the Enfield's. The Board's options for the Enfield's are to:
 - Charge them a flat monthly rate for sewer.
 - Install a meter (service line) on their well to charge a metered sewer rate.
 Mr. Missimer made a motion to waive the sewer tapping/connection fee & to not require the water connection contingent on the Enfield's allowing a meter to be installed on their well at their expense to allow for a monthly metered sewer bill. Mr. Minnich seconded. All were in favor; motion carried.

Keith reminded the Board that water shut-off would not be possible should the above scenario take place; a municipal lien would need to be placed if sewer is not paid. The Board is amenable to moving forward with above. This will be put in writing to present to the Enfield's for their decision.
- **An Executive Session** is requested at the end of tonight's meeting.
- **Engineer's Report**—Jason reported the following:
 - **Springvale Road Water Main Extension Project** is now complete with all paperwork processed. Barrasso Excavating has submitted their 3rd & final payment request in the amount of \$56,680.25. Total contract value is \$412,555 compared to the original contract amount of \$421,850. Mr. Minnich made a motion to approve the payment request of \$56,680.25; Mr. Missimer seconded. All were in favor; motion carried. All easements were signed & given to the Solicitor, except Mr. Warner's. He is amenable to signing but is hesitant because of his age & the scare of COVID.
 - **Railroad Lane Sanitary Sewer Manhole Replacement**—bid opening took place on June 22nd for the two contracts, 1) all excavation work & 2) the concrete protective lining.
 - Contract #1—Restuccia Excavating was the low bidder with a bid of \$63,710.05. Jason's office & RLMA has worked with Restuccia in the past with good results.
 - Contract #2—Swerp, Inc. was the low bidder with a bid of \$11,360. Jason nor RLMA staff has worked with them previously, but CSD has used their product (lining system) and their provided references will be reviewed.

Of note, Line #5.98 references the bypass pumping. Jason had previously expressed concern for the cost of this, which he estimated around \$15,000. He contacted Restuccia to confirm they were aware of the flow that's involved here, but they stated they will honor their bid.

Mr. Klindedinst made a motion to award the two contracts as listed above; Mr. Minnich seconded. All were in favor; motion carried.
 - **S. Camp Street Water Main Replacement**—the rough sketch of this will be turned into a set of contract drawings so it's ready for bid at a later date.
- **Superintendent's Report**—Keith reported the following:
 - **July 14th, 2021**—shut offs for delinquent bills.
 - **Pretreatment Basin repairs**—contractor that reviewed the project hasn't submitted a quote.
 - **June 9th—Edgewood Tank meeting was held.** Mr. Klindedinst said he was impressed with the engineer. Staff will move forward with scheduling the surveyor & the data logging.

- **Board members received a copy of the Emergency Response Plan**—Mr. Missimer compared FEMA’s plan with RLMA’s, combining some of the language from the FEMA plan into Red Lion’s. He suggested the FEMA plan be on file with the RLMA plan.
Mr. Missimer made a motion authorizing Keith Kahwajy to sign the authorization form & send the plan to EPA as required by the American Water Infrastructures Act; Mr. Minnich seconded. All were in favor; motion carried.
 - **Princeton Hydro’s proposal for weed control in the reservoir**—Brad got the carbon feeder in operation to remove some of the chemical. Princeton Hydro will get the permit from DEP to move forward.
Cost to treat the 7 acres is \$15,860; cost to treat the entire reservoir (12.5 acres) is \$25,460. Brad recommended treating the 7 acres; the Board agrees.
 - **High Service Pumpstation rotating assembly**—Brad is waiting for Motortech to get back to him on that, along with Beaver Creek.
 - **Office cleaning proposal**—Crystal agreed to the Board’s proposal for a \$25 increase.
7. **WATER & SEWER—NEW BUSINESS**—Keith reported the following:
- **An AED was purchased** to replace the one in the Water & Sewer Maintenance Department.
 - **July 28th—Joint Meeting between DYWA/RLMA** to be held at the Red Lion Municipal Offices @ 6:30p.m. Connie Stokes has received the agenda & had nothing to add from DYWA.
 - **NPDES Permit expires April 2022** & the renewal needs to be submitted by November 2021. Keith reviewed all the modules needing to be done and, never having completed one before, contacted Jamie Shambaugh at Gannett-Fleming who originally completed it. Jamie will review & get back to Keith. Keith reviewed previous files & seeing 14 different NPDES permits, selected the wastewater discharge one (without industrial waste). Mr. Missimer offered to assist Keith & suggested he contact DEP for a copy of the last application. Jamie’s quote will be reviewed, once received.
 - **Emergency contact number for the Borough?** Emergency services & 911 have the Borough staff’s contact numbers & Mrs. Price said the number will be posted at the park & Splash Pad with a notice **not** to call the office on weekends. A number will be provided for calls related to issues like that, as well as a message being on the phone when calls come in.
RLMA staff & the Water Treatment Plant will be notified of that phone number; however, Mr. Klinedinst & Mr. Minnich offered to be points of contact if such calls should be received at the WTP.
Once Borough staff moves to their location, they’ll have a new phone number anyway.
 - **Fire hydrant (Windsor Township) that was hit over the weekend** has been put back in service since Monday, June 21st.
8. **Approval of bills & statements**—Mr. Missimer made a motion to pay the bills & statements; Mr. Minnich seconded. All were in favor; motion carried.
9. **Authority recessed to Executive Session** @ 8:21p.m. to discuss personnel matters. Authority reconvened @ 8:56p.m. No action was taken.
10. **Adjournment**—Authority adjourned their meeting @ 8:58p.m.

Respectfully submitted by:
Stacy Myers, Recording Secretary