

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, July 28th, 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
Andy Miller, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Bob & Tina Frutiger
Stephanie Weaver

1. The meeting was called to order @ 7:00p.m.
2. Mr. Klinedinst made a motion to approve the June 23rd, 2021 Meeting Minutes; Mr. Missimer seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—5.2” rainfall was received since last month. Keith reported usage is the same as this time last year for Red Lion, Dallastown & Windsor.
4. **CONNECTIONS REPORT**—4 new connections (1-Kensington, 2-The Paddock & 1-J.P. Croft Greenhouse, previously on a well)
5. **VISITORS/PUBLIC COMMENT**—none to address the Board
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Andy reported:
 - **Amendment to the Sunshine Act**—the changes take effect on August 29th, 2021, impacting the September 22nd, 2021 RLMA meeting & on. The biggest change is that meeting agendas will now need to be completed & posted (at the office & on municipal website) 24 hours in advance of the meeting. If official action is needed on anything **not** on the agenda, there are a few exceptions allowing that, or the agenda must formally be amended before that action can be taken. The agenda is supposed to disclose what the Board will take action on in an effort of transparency of a Board's business.

Andy said the agenda should be approved at the beginning of each meeting. At that time, amendments to the agenda can be approved if necessary. Those amendments (or addenda) must be posted within 1 business day of the meeting. If someone attends a meeting, unbeknownst to staff or the Board with an issue the Board must act on, must that action be postponed until the next meeting? Andy said the Board can take action if the item is de minimis (if not involving an expenditure or signing a contract involving money). More than that, the agenda and/or amended agenda (including that last-minute action) must be posted within the 1 business day after the meeting.

Mr. Missimer suggested different versions of the agenda be dated, i.e., “Version 1” (dated ?), “Version 2” (dated ?) so it's known which agenda is most current & accurate. Changes to the agenda can be handwritten & whatever version is the most current & approved at the meeting, then posted (on website/at office) 24 hours after the meeting, should be kept on file with the Meeting Minutes. Andy said when amendments are made to the agenda, a Board is supposed to give reason for the amendments.

The agenda itself (not all involved reports that go along with it) is what should be posted to the website & at the office.

- **Engineer's Report**—Jason reported:
 - **Railroad Lane Sanitary Sewer Manhole Replacement Project**—contract was awarded last month to Restuccia Exacavating, Inc. & SWERP, Inc. Jason & staff are finalizing agreements & paperwork with both contractors. Restuccia will start off the project for the sanitary sewer manhole & they anticipate getting all paperwork, shop drawings, etc. to Jason next week. Monarch Products (the pre-caster) that Restuccia is working with, has a backlog on materials & predicts it may be 12 weeks till the materials are received. Another pre-caster may be sought, but Jason said material delays are being seen everywhere. A preconstruction meeting should be held within the next few weeks. Temporary paving of this area may take place until Spring 2022.
 - **Superintendent's Report**—Keith reported:
 - Shutoffs for delinquent bills will be August 11th, 2021.
 - Pretreatment Basin repairs—nothing new to report.
 - Edgewood Tank project—data loggers & surveying was completed on 6/29/2021 but no follow-up reports have been received. Keith expects those shortly.
 - High-Service Pump Station rotating assembly purchase—nothing new to report.
 - Beaver Creek pump replacement—nothing new to report.
7. **WATER & SEWER—NEW BUSINESS**
- Keith distributed the proposal from ACC (Automated Control Concepts) for the new computers & upgraded software for the SCADA system at the Water Treatment Plant. Onsite & Zoom meetings had been held between ACC, Doceo & RLMA staff to review everything.
Mr. Missimer made a motion to approve the contract with ACC to upgrade the computer systems at the WTP; Mr. Klinedinst seconded. All were in favor; motion carried.
 - Auditor reports from the 2020 Audit have been distributed to the Board. If anyone has questions for them, let RLMA staff know.
 - July 19th, 2021—quarterly safety meeting was held & went well.
 - EMA asked to use the Municipal Office meeting room as a cooling station during the Street Fair & to park in front of the Maintenance Building that day. The Board agreed.
 - Mr. Missimer stated tonight is Keith Kahwajy's last meeting as Superintendent, as July 31st, 2021 will be his last day working for Red Lion Municipal Authority.
Mr. Missimer made a motion to appoint Jeff Beard as the Acting Superintendent until a replacement is found for Keith's position. Mr. Minnich seconded. All were in favor; motion carried.
Mr. Missimer expressed his & the Board's appreciation for Keith's many years of service to the Red Lion Municipal Authority.
8. **Approval of bills & statements**—Mr. Minnich made a motion to approve the bills & statements; Mr. Klinedinst seconded. All were in favor; motion carried.
9. **Authority recessed to Executive Session** @ 7:29p.m. to discuss personnel matters.
10. **Authority reconvened** @ 8:17p.m.
Mr. Missimer made a motion to offer Keith Kahwajy a separation agreement; Mr. Minnich seconded. All were in favor; motion carried.
Mr. Missimer made a motion to approve a salary adjustment for Jeff Beard; Mr. Minnich seconded. All were in favor; motion carried.
11. **Adjournment**—Mr. Missimer made a motion to adjourn @ 8:24p.m. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary