

**Red Lion Municipal Authority
Meeting Minutes
Tuesday, November 16th, 2021**

Members present

Mike Poff, Chairman
Skip Missimer, Vice-Chairman
Dennis Klinedinst, Treasurer

Others present

John Krantz, Superintendent
Jeff Beard, Asst. Superintendent
Andy Miller, Solicitor
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Stephanie Weaver
Bob & Tina Frutiger

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. **Agenda approval**—Mr. Missimer stated the following additions/corrections need to be made to tonight's agenda & then it should be reposted tomorrow. Under "Water & Sewer—Old Business", the following should be added. Approval of:

- Resolution 2021-2—to adopt the budget for Red Lion Municipal Authority, York County, Pennsylvania.
- Resolution 2021-3—to adopt water rates & other charges for furnishing water service from the water system of the Red Lion Municipal Authority.
- Resolution 2021-4—to adopt sewer rates & other charges for furnishing sewer service from the sewer system of the Red Lion Municipal Authority.
- Resolution 2021-5—to adopt certain fees & charges of the Red Lion Municipal Authority.

At the end of the Agenda, should be added:

- #9—Approval of Bills & Statements
- #10—Adjournment

With the above additions to tonight's agenda, Mr. Missimer made a motion to approve the agenda as amended; Mr. Klinedinst seconded. All were in favor; motion carried.

3. **Meeting Minutes**—Mr. Missimer requested a small revision to the October 27th, Budget Meeting Minutes. Under Item #2, "Water Budget Wages", "*A part-time WTP employee is proposed to receive....*" should read "All part-time WTP employees are proposed to receive....". Then later in that section, Mr. Missimer's motion reads "*for the part-time Filter Plant employee*" should read "for all the part-time Filter Plant employees". With those corrections, Mr. Missimer made a motion to approve the October 27th, 2021 Budget Meeting Minutes; Mr. Klinedinst seconded. All were in favor; motion carried.

Mr. Missimer made a motion to approve the October 27th Regular Meeting Minutes; Mr. Klinedinst seconded. All were in favor; motion carried.

4. **WATER USAGE REPORT**—5.95" of rainfall was received since last month. A leak to a water main in Yoe was repaired recently with RLMA assisting DYWA.
5. **CONNECTIONS REPORT**—6 new connections since last month (The Paddock & Kensington development) 4 in York Township; 2 in Windsor Township.
6. **VISITORS**—Charity House was on the agenda to speak of a usage complaint; however, she was not present at tonight's meeting. John stated Charity typically uses less than the minimum and pays the minimum monthly charge. Prior to the most recent bill, her meter must've rolled over another 1,000 gallons, so she was charged for that additional 1,000 gallons which she claimed she didn't use. John & Jeff had researched this situation, which probably affects other "minimum-use" customers, but there isn't any solution or "fix" for it. Jeff said, even if the new-style Kamstrup meter is charted for 30 days to see when the meter would flip to the next 1,000, the customer either pays now or pays later for that additional 1,000 gallons.

7. WATER & SEWER—OLD BUSINESS

- **Solicitor’s Report**—Andy reported that he had discussions with John, Lori & then also with Ken Sachs regarding the conversion of the billing, accounting & payroll software to a cloud-based software, EmpowHR.gov. A draft letter has been sent to EmpowHR.gov telling them their performance has been deficient in the conversion because they’re approx. a year behind in doing it. The letter also requested a scope of the work that still needs done, as well as a timeframe to complete that work. Andy said there was never a good scope of work, nor a timeframe given to RLMA staff, as some of the modules weren’t developed yet & not proven. So, as the conversion happened, it seemed there were coding problems, in addition to staffing problems at EmpowHR.gov. Andy stated, per the original contract, there is a 30-day cure period if they’re in default of their performance & obligations. This provision was cited in the letter also. Two of the modules that RLMA staff is having problems with are the payroll & the accounts payable. More on this later.
- **Engineer’s Report**—Jason was not present tonight, but John reported the Sewer Manhole Replacement Project started yesterday, November 15th & Jeff said the bypass pumping was being set up. The contractor hasn’t broken ground yet, but Jeff expects them to do so tomorrow, November 17th, beginning with Manhole #2. This project will hopefully be completed next week.
- **Superintendent’s Report**—John reported the following:
 - November 17th, 2021—water shut offs for delinquent bills
 - Pretreatment basin repairs have been completed. John & Jeff distributed pictures to the Board. Jeff had seen the work in-progress which he said was very thorough. Longevity will be the test, but cosmetically, it looks great, and staff is very pleased.
 - Cellular backup through Comcast was installed at the office about two weeks ago.
 - Beaver Creek’s Aurora Pump #2 rebuild—A.C. Schultes gave an estimate of \$9,800 to rebuild it. Schultes will be removing it this Thursday, November 18th to complete the maintenance at their shop. The A.C. Schultes rep said the pump will work well after rebuilding versus paying the cost of a new pump.
 - Chemical bids for 2022 were sent out on November 8th and will be opened on December 9th, 2021 @ 10a.m.
- **Budget Questions**
 - Mr. Missimer suggested moving forward with the new Edgewood Tank & gather bid documents to be ready when RLMA is financially ready. The Board & staff agreed. Jeff Beard stated that Kim (Entech rep) is awaiting the next step. Based on Entech’s tank, there were approx. 6 options of tank types. Another option was to use the current Edgewood Tank; however, the Board was in agreement to tear down the current tank. That project could be done now, as the current tank is not being used, but once it’s known if & when federal money will be received (for water/sewer projects), this could be completed as one big project. Jeff will invite Kim to the December RLMA meeting and/or to meet with the Edgewood Tank Committee.
 - Mr. Klinedinst questioned why some employees were receiving a 2.75% pay increase while others were receiving a 3% pay increase. The 2.75% increase wasn’t up to the RLMA Board; it was part of the Teamsters contract.
 - Mr. Klinedinst discussed health insurance for employees and suggested if spouses had health insurance available to them by other means, they should be forced to take it. Mr. Missimer didn’t totally disagree with this but said that

discussion must be done with a new contract, not now with the current contract or for the 2022 Budget. Also, the health insurance that a spouse may have available elsewhere may not offer the same coverage for them and/or for their family. This will be a discussion for the future, such as how many people this would affect, how much money would the Authority actually save, among some other questions. And with the HIPAA law, all aspects may not be available for the RLMA Board to know.

- The 3% water rate increase brings an additional \$143,000 in the budget. Mr. Klinedinst asked, do we really need the extra \$143,000? John said with inflation the way it is, yes. Chemical costs alone are projected to increase 40% & future costs are unknown right now.
- Mr. Missimer made a motion to adopt the following Resolutions, as stated above:
 - Resolution 2021-2—to adopt the 2022 Budget for the Red Lion Municipal Authority, Red Lion, PA.
 - Resolution 2021-3—to adopt water rates & other charges for furnishing water services from the water system of the Red Lion Municipal Authority.
 - Resolution 2021-4—to adopt sewer rates & other charges for furnishing sewer services from the sewer system of the Red Lion Municipal Authority.
 - Resolution 2021-5—to adopt certain fees & charges of the Red Lion Municipal Authority.

Mr. Klinedinst seconded. All were in favor; motion carried.

8. **WATER & SEWER—NEW BUSINESS**

- John distributed a Rate Comparison sheet so the Board can see where their rates stand versus other municipalities.
- As of November 30th, 2021, Connie Boyer is retiring from the Red Lion Municipal Authority office staff after 35 years. John researched temp services to hire a part-time office person. Andy confirmed that payroll & accounts payable could be outsourced if the Board & staff wish to do so. Mrs. Price said, the Borough is switching their payroll & accounting to QuickBooks as of January 1st, 2022, but the auditors (same firm the Authority uses) suggested that both entities finish 2021 on their current accounting systems so two separate accounting systems don't need to be audited. Mrs. Price is willing to contract Connie separately from the Authority, if necessary, for the Borough's remaining 2021 accounts payable & payroll. She had mentioned the idea to Connie although Connie hadn't committed to doing so yet. Mr. Missimer suggested that, as of January 1st, 2022, RLMA begin to outsource their payroll too, keeping it consistent with the Borough, but that John ask Connie if she'll assist with payroll for the interim. As far as the accounts payable, the Board would need to see proposals from some companies before making a decision on outsourcing that job. John had spoken to Hamilton & Musser (RLMA Auditors), who were fine with the decision to outsource payroll & accounting. John & Lori had sat with Connie while completing both functions and they've both researched Connie's procedures she had in place to do both. John believes Lori could complete payroll till the end of the year & although she was hesitant about accounts payable, the auditors (or Connie) could offer some assistance, if necessary.

Mrs. Price questioned whether the RLMA office can operate with only 3 full-time employees, especially if someone is on vacation and/or it's a shut-off day because they get a lot of traffic in & out of the office. The Board & John will take that into consideration.

9. **Approval of Bills & Statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Klinedinst seconded. All were in favor; motion carried.
10. **Authority recessed to Executive Session** @ 8:02p.m. to discuss a legal matter.
11. **Authority reconvened**@ 8:25p.m. No action was taken.
12. **Adjournment**—RLMA meeting adjourned @ 8:26p.m.
13. **Next RLMA Meeting will be held on Tuesday, December 14th, 2021 @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary