

**Red Lion Municipal Authority
Meeting Minutes
Tuesday, December 14th, 2021**

Members present

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

Visitors present

John Krantz, Superintendent
Jeff Beard, Asst. Superintendent
Cory Dillinger, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Kim Mazur, Entech Engineering
Dianne Price
Bob & Tina Frutiger

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. **Approval of the Agenda**—Mr. Missimer made a motion to approve the agenda as presented; Mr. Henshaw seconded. All were in favor; motion carried.
3. **Meeting Minutes**—Mr. Klinedinst made a motion to approve the November 16th, 2021 Meeting Minutes; Mr. Missimer seconded. All were in favor; motion carried.
4. **WATER USAGE REPORT**—0.6” of rainfall was received since last meeting. Staff repaired 3 water main breaks since last meeting; a 6” at 125 Dixie Drive, a 6” at 125 Henrietta Street & an 8” tonight at the Rand Whitney building.
5. **CONNECTIONS REPORT**--3 new connections since last meeting
6. **VISITORS**—Kim Mazur from Entech Engineering was present to give a brief summary of the report he conducted on the Edgewood Tank. He said a survey was completed on the base of both tanks. The base of each tank was off by 16’. They took into account the height of each tank, as the one tank is 18’ lower than the other. Kim stated the elevation of both tanks should be the same, as they operate together. Should the lower tank be elevated? There are a lot of factors & costs involved in that. With elevating a tank, approx. 37% water capacity gets added which can be a concern. Should the tank be removed & another installed? What type, concrete, or steel? Currently, steel is very expensive, so the concrete alternative was researched, either a 2-million-gallon tank or 1.5-million-gallon tank. To make the new tank equal with the existing one, it would get thinner & taller which would be favorable with Windsor Township as a Variance would most likely be necessary for the setbacks of the site. DEP permits for demolition of the old tank & building of the new are also going to be required.
Entech’s recommendation is to replace the existing tank with a 2-million-gallon concrete tank for an approximate cost of \$2.3million (cost of \$2million for existing tank demo & new tank construction + 10% contingency and \$150,000 for all engineering/design). If the Authority chooses the 1.5-million-gallon concrete tank, cost would be approx. \$2million.
Entech also installed pressure transmitters throughout the whole system to check whether there were any strange situations such as a pipe not connected, etc. All transmitters showed equal pressure as the tank filled & drained, so Entech does not believe this is a distribution system issue.
Would installing a larger tank that operates the way the Authority wants it to negatively impact Dallastown-Yoe’s system? Kim said no, Entech would like to replace the existing tank with the same size or a slightly smaller size. Jason Reichard stated the new tank would be the same height as the Fairmount tank & Dallastown’s system sits at a lower elevation than that.
Financing for this new tank was discussed. Kim said PENNVEST, RUS Funding, bonds, etc. could be used to fund the project and possibly grants if the median-household income in Red Lion qualified. Kim said most of the current grant money available is focused on lead service lines,

lead water mains, etc. but the new infrastructure bill passed by Congress is for all parts of water systems so that could be researched as well once it becomes available.

Kim said, before applying for PENNVEST funding, the design for the new tank must be complete & DEP permits must be in hand. Necessary permits & the Variance from the Township should be obtained first, then Kim can prepare a proposal outlining the design phase & all that that entails. A man-hour estimate (& cost) would be included in the proposal.

Mr. Missimer made a motion requesting Entech to prepare a proposal for review by the January 26th, 2022 meeting, after which, the use of the funds can be authorized. Mr. Klinedinst seconded. All were in favor; motion carried.

7. **WATER & SEWER—OLD BUSINESS**

- **Solicitor's Report**—Cory Dillinger (filling in for Andy tonight) reported:
 - **Empowergov.com Cloud Conversion**—Andy sent notice to Empowergov on 11/15/2021 & they responded on 11/24/2021, disputing most of the claims that they are at fault. They provided a scope & timeline for the project completion which is the 1st quarter of 2022. If April comes & the conversion still is not done, Andy will deal with that at that time.
- **Engineer's Report**—Jason Reichard reported:
 - **Railroad Lane Sanitary Sewer Manhole Replacement**—Restuccia has completed the installation of the new manholes & all associated connections, etc. RLMA staff is satisfied with the work.
Application for Payment #1 (of 2) has been received in the amount of \$40,357.24. Jason & RLMA staff concur with that request. Mr. Missimer made a motion to approve the payment of \$40,357.24 to Restuccia; Mr. Henshaw seconded. All were in favor; motion carried.
The 2nd Application for Payment should be received by next month for some minor items.
SWERP, Inc. was onsite today in preparation for installation of the concrete protective liners in each manhole. That work should be completed tomorrow, 12/15.
 - **South Camp Street Water Main Replacement Project**—Jeff Beard met onsite with Jason today to discuss the scope of work. Jason had said the initial estimate for the project was \$500,000 and the money has been budgeted for 2022. Jeff & John are fine with moving forward with bidding the project for completion in January/February/early Spring. Some plan items need to be resolved, but Jason said they're minor. Windsor Township will be contacted to ensure they don't want/need any additional hydrants during the project (as they had during the North Camp Street Water Main replacement).
Mr. Henshaw made a motion to proceed with the project & preparing bid specs; Mr. Missimer seconded. All were in favor; motion carried.
- **Superintendent's Report**—John reported the following:
 - **December 15th, 2021**—water shut offs for delinquent bills
 - **2022 Chemicals**—chemical bids were opened on 12/9 & John supplied a 2021 vs. 2022 cost comparison, showing the average chemical cost increase for 2022 is 35.9%. John had highlighted the lowest bidder for all chemicals.
Mr. Missimer made a motion to approve the lowest bidder as highlighted on the 2022 Bid Tabulation sheet. Mr. Minnich seconded. All were in favor; motion carried.
 - **Beaver Creek Aurora Pump #2 rebuild**—an estimate of \$9,800 was received from A.C. Schulte's to rebuild the pump. They removed it on 11/18/21 & contacted staff on 12/7/2021, stating the actual repair cost would be \$7,981 which includes testing, aligning & reinstallation of the pump.
 - **A spectrophotometer** is used at the WTP to analyze CL2, Manganese & Fluoride, every 4 hours, per DEP regulations. Staff had issues with the instrument on 12/4 and

were unable to conduct routine testing. A rep from Hach met Brad on Saturday, 12/4 to drop off a loaner, but staff & Hach believed a back-up meter should be on hand to perform those 3 tests should something happen to the spectrophotometer again. Hach gave a price of \$1,611 for a Hach DR900 Colorimeter. Staff is still using the loaner while the spectrophotometer is being repaired (no cost, as it's under warranty).

- **Grundy Insurance would like to supply a quote for property insurance.** RLMA is currently with PURMA (Public Utilities Risk Management Association) & there are some issues (related to outstanding claims) involved in getting out of PURMA. The Board is amenable to reviewing quotes prior to renewal time in 2022.
- **Selective Insurance** recommended a fire suppression/smoke detection system be installed at the Maintenance garage. John will obtain prices by the January 26th RLMA Meeting.
- **Railroad Lane Manhole Replacement Project** is complete, but John was notified by Mrs. Price that the Borough won't close out the permit because no proof of compaction testing was given for the site (prior to permanent paving being done). Compaction testing is required per a 2019 Ordinance passed by Borough Council. John spoke to Jeff Beard, Jason Reichard & Keith Smith and decided that, in the future, compaction testing should be in the contractor's specs as a requirement prior to paving.

As for the current situation on Railroad Lane, Jason said RLMA can take responsibility for any defects found in the pavement & for restoring it for a certain period of time. Mr. Klinedinst said if the Municipal Authority can maintain the area for 7 years or until the street needs to be redone, he believes Borough Council would be happy with that. If the street/paving is going to fail, it most likely will fail within 7 years. The Board is also agreeable to those terms. John will send something in writing to Mrs. Price stating the Municipal Authority will be responsible for those patches for 7 years or until the Borough paves the road. Mrs. Price is agreeable to those terms as well & said this will be logged in the CSDatum program.

- **A sprinkler check valve** for the Municipal Office Building was rebuilt & relocated as recommended by Triangle Sprinkler Systems. The rebuild (rather than replacing) saved the Authority money.

8. **WATER & SEWER—NEW BUSINESS**

- **Outsourcing payroll/bookkeeping services**—John obtained prices from 3 different companies that could provide these services since Connie Boyer's retirement, end of November. RLMA staff needed someone to step in with these services, as they are dealing with new utility billing software & the 2021 audit.

Andy Miller suggested 3-Stages Advisory who met with John & Lori recently to review the Authority's operations & what staff needed them to do. The woman from 3-Stages is a CPA with a Masters' degrees in Finance who offered the best price at a monthly rate of \$2500/month to conduct payroll & bookkeeping.

One of the other companies, Stambaugh-Ness was willing to provide the services, but they mainly do audits. The 3rd company, Brown, Schultz, Sheridan & Fritz submitted a higher cost. John would like to retain 3-Stages Advisory for 1 year, as she had a good rapport with the office staff.

Mr. Missimer made a motion to contract with 3-Stages Advisory for a 1-year period (2022) to provide Municipal staff with accounting & payroll services; Mr. Minnich seconded. All were in favor; motion carried.

The contract allows for 100 transactions per month; John said RLMA does about 80 transactions each month. If they would happen to go over the 100 transactions, 3-Stages charges \$105/hr.

Andy Miller & Cory Dillinger reviewed & approved the contract with 3-Stages Advisory.

John said 3-Stages will also modernize the process of bill payment/processing. Some bills will be paid via ACH (Automated Clearing House) rather than cutting a check, so it will streamline the process & save money when possible. The Board will still review the bill list prior to anything being paid.

- **2022 Meeting Dates**—the Board approved the dates other than the November 23rd date which is the day before Thanksgiving. That meeting date will be changed to Tuesday, November 15th, 2022.
- **Recommendation of new Authority member to replace Chairman Michael Poff (term ending 12/31/2021)**—John had Stephanie Weaver’s letter of interest that she submitted the last time there was a vacancy. He said Stephanie is still willing to serve on the Municipal Authority.

Mr. Missimer suggested sending the recommendation for Ms. Weaver to Borough Council; however, Mr. Klinedinst said Ms. Weaver can send the letter to Council, if she wishes to serve on the Authority. He wants to be sure everyone wishing to serve will be considered. Mr. Henshaw spoke to Eric Immel, who stated he would also be willing to serve again. He can also submit a letter of interest to Borough Council, if he wishes.

9. **Other business to come before Authority**

- Mr. Klinedinst asked if the Municipal staff are cross trained in the event some employees are off on vacation, sick, retirement, etc.? He was referring to CDL drivers & backhoe operators; however, there are currently 4 CDL-licensed drivers on staff. John & Jeff think it’s a good practice to cross-train all the employees; the Board agrees. Mr. Missimer suggested creating a master set of skills, so all employees are prepared, if needed.
- Proposed Aldi’s on Cape Horn Rd & their connection to Red Lion’s system—Jason stated currently an 8” main is being extended to the rear of the Aldi property & the developer is proposing a stub at the end of that main. It appears as if there will be room for more development up the hill, but Jason said it’s not clear. If more development is proposed, he told the developer that a legal agreement & a water main extension agreement should be created to allow additional connections in the future.
- From Jason’s report—he’s reviewing a Land Development Plan for 54 residential units adjacent to Gotham Drive. The condos are proposed to be built on the last lot in the cul-de-sac (down from Post Office on the right).
- Mr. Klinedinst said he hopes the same thing doesn’t happen at next year’s budget time as happened this year. He was sick & not able to attend the Budget Meeting & Mr. Henshaw was also not in attendance. Mr. Klinedinst was very disappointed that the 2022 Budget was passed with only 3 members (which is a quorum) but he would’ve liked to offer input & discussion, had he been notified via phone during the meeting.

10. **Approval of bills & statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Minnich seconded. All were in favor; motion carried with Mr. Henshaw abstaining.

11. **Adjournment**—With no further business before the Board, Mr. Missimer made a motion to adjourn the meeting @ 8:21p.m.; Mr. Klinedinst seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary