

**Red Lion Municipal Authority  
Meeting Minutes  
Wednesday, January 27<sup>th</sup>, 2016**

**Members**

Eric Immel, Chairman  
Skip Missimer, Vice-Chairman  
Brad Smith, Secretary  
Mike Poff, Treasurer  
Jeff Herrman, Asst. Sec/Treas.

**Others**

Andy Miller, Solicitor  
Jason Reichard, Engineer  
Keith Kahwajy, Superintendent  
Jeff Beard, Asst. Superintendent  
Stacy Myers, Recording Sec'y

**Visitors**

Dave Averso  
Jamie Shambaugh  
Nevin Horne

Dianne Price  
Cindy Barley

1. The meeting was called to order @ 7:00p.m. All present participated in the pledge to the flag.
2. Mr. Missimer made a motion to approve the December 15<sup>th</sup>, 2015 Meeting Minutes; Mr. Smith seconded. All were in favor; motion carried.
3. Chairman Immel reported two Thank You notes were received for flowers sent by the Municipal Authority. One from Kelly Henshaw for the passing of his brother and one from Connie Stokes for the passing of her mother.
4. **WATER USAGE REPORT**—6.3” rainfall was received since December’s meeting.
5. **CONNECTIONS REPORT**—3 new connections this month (all in Laurel Vista)
6. **TEN-YEAR OPERATING REPORT**—Keith discussed a few changes on the report:
  - 2015 Chemical list- the weight listed (2,175) for Fluoride was for a 15-gallon container, not the totes that are used now. It should read 20,575#.
  - A few other chemicals such as Chlorine, Lime & Soda Ash are no longer used at the new Water Treatment Plant and will not be included in future reports. A few new chemicals used at the new plant include Sodium Hypo, Caustic Soda, Sodium Bisulfite and Salt.
  - Usage at Beaver Creek shows a significant increase in 2015 due to the dredging project and the new meter that was installed.
7. **VISITORS**—Jamie Shambaugh & Dave Averso from Gannett Fleming were present to discuss construction status at the new Water Treatment Plant. Jamie had the post-construction certificate for the wastewater treatment plant that needed the Authority’s signature. The certificate is to obtain the approved Operating Permit from PA DEP in order to use the wastewater facility in discharge. Mr. Missimer made a motion for Chairman Immel to sign the certificate; Mr. Poff seconded. All were in favor; motion carried. Renewal for the NPDES Permit will be submitted to PA DEP next week.

Progress since the December meeting—

- Temporary discharge & final permitting can now take place.
- Plumbing modifications have been done to sampling sink drain in the Lab area to alleviate cycling of the pump to the septic system to the WWTP basins.
- Progress has been made on several other issues.
- Transmission of chloramines—Jamie & Dave will gather comments & input from RLMA employees regarding this. Modification to the Operating Permit will be done before chloramines are added. Public notices to customers will be sent out before the changeover. Health care facilities, food prep facilities, kidney dialysis patients, fish tank owners, etc, are a few that need to be made aware of the addition of chloramines to the water.

- Jamie suggested doing the chloramine changeover in coordination with Spring flushing, which is done in April. Windsor & Dallastown (as bulk water customers) will be notified of the changeover and should coordinate their flushing schedules as well.
- While Jamie believes there will be a slight change in taste & odor in the water after adding the chloramines (chlorine + ammonia), his experience is people will find the taste milder than using chlorine solely (current method).

8. **WATER AND SEWER—OLD BUSINESS**

- **Solicitor's Report**—Andy reported:
  - **Fulton Bank** approved an extension to the Board's Line of Credit, which expired 12/1/2015. Andy has the necessary documents for Board's action tonight. These include the Note Modification and the Loan Extension Agreement. This will extend the LOC to 9/1/2016. This is not to say Fulton wouldn't extend it again; however, they are using the PennVest funding as collateral, so once this LOC is depleted, Andy doubts they would. Mr. Smith made a motion to approve these documents and to authorize the Chairman to sign the first Note Modification Agreement and the first amendment to the Loan Agreement. Mr. Missimer seconded. All were in favor; motion carried. Along with these documents, Andy will also send a general certificate along which confirms the Authority's officers. Andy also stated that during this process, MPL Law Firm had to update their legal opinion that was given to Fulton Bank originally. A "no litigation" opinion was given, taking the Trinity litigation into consideration, so Fulton is now fully aware of this and had no issue with it.
  - **Election of Officers for 2016**—Mr. Smith made a motion that all officers remain the same in 2016. Mr. Missimer seconded. All were in favor; motion carried.
  - **Water and Sewer, New Business** to be continued later in the meeting.
  - **Smith property easement**—Jeffery & Sandra Smith requested permission to build a fence in their side yard that would encroach an existing sewer line running across their property from Linden Avenue over an alley (Abe's alley). In discussing this with Keith, Andy stated the sewer lines on this property are not showing on any plans and no easements were reportedly given for this area. Andy recommended the Authority get an easement on this sewer line, which involves getting the agreement from the property owners (approx. 5-6 houses) on this line. The Board asked Jason to create a sketch plan in order for Andy to finalize the easements.
  - **Lease Agreement with the Borough regarding office space**—a meeting is scheduled for Thursday, February 4<sup>th</sup> between both entities. Keith will have a copy of the lease for Borough Council & Manager's review before the meeting.
  - Andy requested an Executive Session at the end of the meeting to discuss the Lobar/Trinity litigation.
- **Engineer's Report**—Jason reported:
  - **2015 North Charles Street/West Gay Street Water Main Replacement project**—project is complete except for grading & seeding to be done in the Spring. Application for Payment #3 has been submitted in the amount of \$94,034.98 and Jason concurs with the amount. This leaves \$5,787 in retainage. Mr. Smith made a motion to pay Application for Payment #3; Mr. Herrman seconded. All were in favor; motion carried.
  - **2016 East Broadway & East Avenue Water Main Replacement project**—the field topographic surveying is now complete and Jason is currently processing in-house base mapping. This project will be put out for bid in early Spring. This project was not originally planned for 2016, but line maintenance & repair due to the condition of the lines has forced the Authority to move this project up.

- **Superintendent's Report**—Keith reported:
  - Authority members attending Borough Council meetings:
    - January 11<sup>th</sup>—Jeff Herrman attended—Dee Kabacinski asked him about rain barrels and if the Authority would have two to donate to Mazie Gable Elementary for their outdoor classroom. The Board agreed.
    - February 8<sup>th</sup>—Eric Immel
    - March 7<sup>th</sup>—Council Work Session—Eric Immel
    - March 14<sup>th</sup>—Mike Poff
  - On January 15, 2016, temporary intake for the dredging project was disconnected & the old intake was reconnected.
  - Jeff Herrman was reappointed to the Municipal Authority for a term of 5 years.

9. **WATER AND SEWER—NEW BUSINESS**

- Consulting Engineer for 2016—Mr. Missimer made a motion to appoint C.S. Davidson; Mr. Smith seconded. All were in favor; motion carried.
- Solicitor for 2016—Mr. Missimer made a motion to appoint MPL Law Firm for 2016; Mr. Smith seconded. All were in favor; motion carried.
- Auditor for 2016—Mr. Missimer made a motion to appoint Stambaugh Ness Auditors for 2016; Mr. Smith seconded. All were in favor; motion carried. The Board will request draft reports for their review before the final audit reports are printed. They will request any verbiage changes and/or explanations from Stambaugh Ness in person at the time of review.
- State Ethics Commission Statement of Financial Interests have been distributed to Board members. They need to be returned to Keith by May 1, 2016.
- Discussion of fuel island—Mr. Missimer asked if it's necessary? Should it continue? There used to be a significant cost savings years ago, but is it worth it for the testing, maintenance, etc. to keep it? Per MS-4 requirements, it may now be necessary to install a canopy over the island. The Borough still purchases diesel from the Authority, and the Fire Company and Dallastown still purchase fuel from them as well. The Board asked Keith & Jeff to conduct a feasibility study to help decide whether or not to continue with it.
- Leak repairs—included a 4" main at the intersection of West Prospect & North Charles Street, an 8" main on North Franklin Street, a 6" main on West Avenue, a 6" main at 215 Manor Road, and a 6" main on Highland Road.
- The Chemical Tier II Report was submitted online on January 18<sup>th</sup>, 2016.
- The Chapter 94 Report was submitted on January 12<sup>th</sup>, 2016.
- The Emergency Response Plan is currently under review. Modifications will be based on the new Water Treatment Plant.
- Thursday, February 4<sup>th</sup>, 2016—meeting between Red Lion Borough and Red Lion Municipal Authority will be held to discuss the Lease Agreement of the 2<sup>nd</sup> floor of Municipal Office, as well as the 5-year & 10-year project lists for both entities. Meetings between the two entities may be planned a few times per year.
- Mr. Immel suggested installing a sampling tap at the furthest point of the system, which is Chanceford Manor Village. The cost of the tap is approx. \$3,000. The Board is amenable to this.

10. **NEW WATER TREATMENT FACILITIES**

- A hoist was to be installed per design. Currently if a pump has to be pulled for any reason, Motor Tech would come & hook their hoist to an I-beam at the plant. Being that it's not a frequent occurrence to have to pull a pump, the Board agreed to forego the hoist & get credited by Gannett Fleming for the cost, which is approx. \$5,000. Jamie agreed to issuing the credit and will report back with the actual value & specifics.

- Proposal for SSM has been received to install wash down piping & fire line. Brad Sprenkle wanted this to be able to have a source of water to wash settling basins and he also wanted the original valve energized with high-pressure water. The old plant had a fire line but it wasn't reconnected; however, it was not on the design to do so. The cost for this is \$9,940. Mr. Missimer made a motion to approve SSM's proposal to install the wash down piping and the fire line for \$9,940; Mr. Smith seconded. All were in favor; motion carried.
11. **Approval of bills & statements**—Mr. Smith made a motion to pay the bills, statements and requisitions. Mr. Poff seconded. All were in favor; motion carried.
  12. **Authority recessed to Executive Session** @ 8:32p.m. to discuss a litigation matter. Authority reconvened @ 9:45p.m. No action was taken.
  13. **Adjournment**—Meeting adjourned @ 9:45p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary