

**Red Lion Municipal Authority-Red Lion Borough**  
**Joint Meeting Minutes**  
**Thursday, February 4<sup>th</sup>, 2016**

**Municipal Authority**

Eric Immel, Chairman  
Skip Missimer, Vice-Chairman (arrived @7:10pm)  
Brad Smith, Secretary  
Mike Poff, Treasurer  
Jeff Herrman, Asst. Sec/Treas.  
Keith Kahwajy, Superintendent  
Jeff Beard, Asst. Superintendent  
Jason Reichard, Engineer

**Borough Council**

Cindy Barley  
Dee Kabacinski  
Christina Frutiger  
Tony Musso  
Kelly Henshaw  
Nevin Horne  
Dennis Klinedinst  
Dianne Price, Borough Manager  
Jeff Shue, Engineer

**Visitors**

Robert Frutiger  
Scott Kopp  
Brett Patterson

1. The meeting was called to order @ 7:00p.m. by Authority Chairman Immel. All present participated in the pledge to the flag.
2. Chairman Immel stated the purpose of this meeting is to open the lines of communication between the two entities, as well as their Engineers. Communication will be the key to success and fluidity over the next several years. In addition to what is discussed tonight, Authority members attending Council Work Sessions and/or Council members attending Authority meetings can always exchange information with each other, if necessary.
3. **Project discussion**
  - **Red Lion Borough Project List**—Jeff Shue presented the draft project list, based on Brett Patterson’s recommendations and the Borough street project budget of approx. \$300,000/year (combination of Liquid Fuels and General Funds money)
    - **2016—Gay & Charles Street**—followed the Authority’s water main replacement project. Some work on Church Street will be done this year as well.
    - **2017 base repair and mill/pave work** (in order of importance/cost)
      - Horace Mann Avenue—from South Pine Street to Country Club—the worst section to be repaired first. (\$172,000)
      - Lemon Lane—from Cherry Lane to East Chestnut (\$58,149.34)
      - Householder Avenue—from Pleasant Ave to the dead end (\$34,860)
      - Adams Lane—from Wallick Lane to Boundary Ave. (\$17,082.66)
    - **2018 microsurfacing & storm sewer repair work**
      - Bellevue Road—entire length, from cul-de-sac to Country Club Road (\$182,616.89)
      - Other work within Highland Road, Hillside & Edgehill Drives & West Avenue (\$100,000)
    - **2019 base repair and mill/pave work**
      - Martin Street—from School Court to South Main Street (\$141,200)
      - East Avenue—from South Main to East Broadway—centered around Authority’s main replacement project (\$63,712)
      - Myrtle Lane—from South Main to Wise Avenue (\$19,680)
    - **2020 base repair and mill/pave work**
      - South Charles Street—from Henrietta to West Broadway (\$161,008)
      - Wallick Lane—from South Franklin to South Park Street (\$53,088)

- Charles Lane—from South Charles to South Railroad Lane (\$44,277.34)
    - **2021 base repair and mill/pave work**
      - Atlantic Avenue—from dead end to mid-point (\$99,040)
      - Neff Street—from West Broadway to dead end (\$69,280)
      - Railroad Avenue—from North Franklin to Summit Lane (\$45,200)
      - Summit Lane—from North Charles to North Railroad Lane (\$34,688)
      - Willow Lane (North)—from Atlantic Avenue to Locust Lane (\$20,906.67)
      - Kelly Lane—from Summit Lane to Broadway (\$20,020)
    - **2022 base repair and mill/pave work**
      - Weaver Lane—from North Park Lane to Western Avenue (\$113,536)
      - There will be more projects to come this year
  - **Municipal Authority Project List**—Jason Reichard presented the project lists
    - Water Distribution System Projects--**
      - **2016—East Broadway**—from Main Street to Redco Avenue, to include East Avenue. (\$357,857.17)  
The Authority is aware that this project directly affected the Borough’s plan to pave East Avenue; however, this was a financial decision that had to be made quickly due to the condition of the water lines in that area. The Borough stated they do not need to do anything to East Avenue this year, and they don’t necessarily have to follow the Authority’s work.
      - **2017**—Springvale Road (\$104,296.62)
      - **2018**—South Camp Street—from Valley Road to Thomas Armor Drive (\$199,667.57)
      - **2019**—Transmission main replacement at Water Treatment Plant (\$238,810.46)
      - **2020**—Cabin Creek Reservoir Maintenance Access Road (\$61,493.69)
      - **2021**—Water Treatment Plant generator use at Beaver Creek or Green Branch (\$63,338.50)
      - **2022**—Beaver Creek Intake Preservation (\$130,477.32)
    - Sanitary Sewer System Projects—**
      - **2016**—will put out bids to televise & clean out entire system which will dictate future projects.
      - **2017**—Wetwell rehab for A, B, H Stations (\$22,510.18)
      - **2018**—A-Station building over station (\$6,376.01)
      - The budget and the entire system will be updated for upcoming projects
4. **Lease discussion**—Borough staff to lease 2<sup>nd</sup> floor of Municipal Building
- **A couple highlights/requested revisions of Agreement—**
    - Any meeting hosted by the Borough can still be held in the Meeting Room
    - Renewing the lease--language in the Lease Agreement to be changed from “lease can be renewed in one-month increments” to “one-year increments”.
    - Requiring a “30-day notice” from either party to a “120-day notice”.
    - Mr. Missimer made a motion authorizing Chairman Immel to sign the Lease Agreement on Monday, February 8<sup>th</sup>, with above-noted changes. Mr. Herrman seconded. All were in favor; motion carried.
  - Authority proposes to pay for installation of new carpet and the kitchenette.
  - Current copier in the main office can be moved upstairs solely for Borough use.
  - Computer installation—Borough to pay
  - Telephone installation—Authority agrees to pay up to \$250; the phone purchases are Borough’s responsibility

- Floor plan of 2<sup>nd</sup> floor was reviewed and discussed. A separate room on the 2<sup>nd</sup> floor (currently the exercise room) will not be part of the lease because it will remain a shared room.
  - Scott Kopp, EMA, had suggested to Keith that the separate room (approx. 8' x 10') within the exercise room be used as the radio room for EMA. The Municipal Authority is agreeable to this and since the exercise room is not part of the Borough's lease, it is solely the decision of the Authority.
  - Scott Kopp stated he was not made aware that the Borough was moving to the 2<sup>nd</sup> floor until Keith Kahwajy mentioned it to him recently. Once Scott reviewed the layout of the floor plan, he said he doesn't see any reason why the Borough and the EMA can't coexist in that space. He doesn't believe there will be a time when EMS business would conflict with Borough business or the exercise room use. He believes the space in the Meeting Room (or Mayor's Office) will be adequate for EMA, but should he ever have to activate the Emergency Operations Center during Authority or Borough business time, he asks that the emergency trump exercise time while the EMA radios are in use. Both entities were amenable to this.
  - Mr. Immel made a motion authorizing EMA to use the shared (exercise) room for their radio use, with the stipulation Scott mentioned. Mr. Missimer seconded. All were in favor; motion carried. Mr. Klindedinst made a motion authorizing EMA to use the shared (exercise) room for EMA radio use; Mr. Musso seconded. All were in favor; motion carried.
  - The Borough will purchase desks/tables/chairs for EMA use in the proposed Meeting Room on the 2<sup>nd</sup> floor. EMA will also have use of the storage area next to the exercise room. Phone systems/data drops will have to be discussed with the phone company for EMA purposes.
  - **Rent discussion**—Municipal Authority is proposing \$1,500/month for the 2<sup>nd</sup> floor space. The Borough is currently paying \$1,000/month for their 1<sup>st</sup> floor office space; however, the \$1,500 cost is all-inclusive. Electric, gas, office cleaning, etc will all be included. Once the actual expenses are gathered after one year, the rent cost can be revisited before budget time. Borough Manager and Council members are amenable to the rent amount; the Council will vote on the Lease Agreement (with proposed revisions) at their February 8<sup>th</sup> meeting.
  - Mr. Missimer reiterated his previous motion authorizing Chairman Immel to sign the Lease Agreement with the Borough on February 8<sup>th</sup> after the revisions are made. Mr. Herrman seconded again. All were in favor; motion carried.
5. **Separation agreements/issues**--These are basically self-explanatory. If residents have Borough business, they will go upstairs. For Authority business, they will come to the downstairs office. A few items to be noted:
- Parking tickets will be accepted upstairs by the Borough staff, but Connie will still handle the monetary transaction for these.
  - Authority suggested the Borough and the Authority have separate accounts for mail.
  - Mrs. Price stated it was never the intention for the Borough to "get away" from any Authority staff. Borough staff simply needs more office space since taking over codes enforcement.
  - Carpet upstairs should be installed first
  - Debe's office & conference room should be completed first so furniture can be moved in
  - Lease could possibly take affect March 1, 2016.
6. **PA One Call Membership**—The Borough & Authority membership is not separated. Debe will complete the paperwork to do this.
7. **RLMA-MetEd Agreement**—In September 2014, Met Ed installed a new meter at the new Water Treatment Plant but the Authority was never billed for any usage. After several emails & meetings between Keith & Met Ed trying to get the issue resolved, Met Ed had sent RLMA a bill for that usage that was slightly above \$300,000. Being that it was Met Ed's error, Keith

negotiated the bill down to \$184,510.52. Met Ed has agreed to a “no interest” repayment plan for up to 18 months. The Municipal Authority will pay \$10,250.59 for 17 months and the last month’s amount (the 18<sup>th</sup> payment) will be \$10,250.49. Mr. Smith made a motion authorizing Keith to enter into this Met Ed repayment agreement. Mr. Poff seconded. All were in favor; motion carried.

8. **Parking spaces**—there are currently three designated parking spaces in the alley along the Municipal building for Borough staff (and Borough business) but the Borough would like more. The Authority is amenable to the Borough staff adding more spaces, which will be designated with signs as the current spaces are.
9. **RLMA copier**—Keith got a fair price on a new copier from Phillips Office Products. This will replace the current copier in the Municipal Office. Mr. Missimer made a motion authorizing Keith to enter into an agreement with Phillips for the new copier; Mr. Poff seconded. All were in favor; motion carried.
10. **Adjournment**—With no further business from either Borough Council or the Municipal Authority, the meeting was adjourned @ 8:07p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary