

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, August 25, 2016**

Members

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

Others

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

Visitors

Dianne Price
Bob Frutiger

Tina Frutiger
Nevin Horne

1. The meeting was called to order @ 7:00p.m. All present participated in the pledge to the flag.
2. Mr. Poff made a motion to approve the July 27th, 2016 Meeting Minutes; Mr. Missimer seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Keith stated the Board will see an increase in water usage beginning next month, as Sherwin Logan calibrated the mag meters (both influent & effluent) last week. The increase will be approx. 200,000-250,000 gallons/day. Going forward, this calibration will be done on a yearly basis by Control Systems 21.
4. **CONNECTIONS REPORT**—1 new connection this month
5. **VISITORS**—no one present to address the Board
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Andy reported the following:
 - A meeting was held between Borough and Authority staff, along with the Borough Engineer to review options for the subdivision of the Kaltreider-Benfer Library property. Jeff Shue (Engineer) will produce a sketch plan of the subdivision lines so the Borough can determine what variances are required. Mrs. Price reported she has a meeting scheduled with Beth Nidam, from the Library Board regarding a separate piece of property which is for sale and immediately adjacent to the library. (This is a separate issue from the subdivision mentioned above).
 - The appraisal for the cell tower lease value was received, but because this deals with real estate matters, discussion will be held for Executive Session tonight.
 - Borough/Municipal Authority Pension Plans—the supplemental statement to the Borough's Pension Audit, as it pertains to Authority personnel has been submitted to the Auditor General's office; however, no return correspondence has been received yet.
 - Trinity/Lobar litigation—this will be discussed in Executive Session tonight.
 - Easement Agreements—five (5) of the seven (7) agreements have been received. They were from: 100 Cove Lane, 300 Linden Avenue, 316 Linden Avenue, 321 West Avenue and 317 West Avenue.
Mr. Smith made a motion to accept the signed agreements; Mr. Missimer seconded. All were in favor; motion carried.
 - **Engineer's Report**—Jason reported the following:
 - Jason apologized, on behalf of himself & C.S. Davidson, for omitting Red Lion Municipal Authority from "C.S. Davidson Night" at the Revolution game, which was being held tonight. This was the only date available that did not conflict with the majority of the municipalities they represent. Jason said they do have another date

planned for Red Lion Municipal Authority to attend and enjoy the C.S. Davidson sky box at a Revolution game. He hopes everyone can attend.

- 2016 East Broadway & East Avenue Water Main Replacement Project is underway—the 1st leg of the main is in place & complete and things are going well. Application for Payment #1 is before the Board for action and Jason concurs with the amount of \$29,900.16, with \$3,322.44 retainage being held. Mr. Missimer made a motion to pay the \$29,900.16; Mr. Poff seconded. All were in favor; motion carried.
- **Superintendent's Report**—Keith reported:
 - Authority members attending Borough Council meetings:
 - September 12th—Mike Poff
 - October 10th—Jeff Herrman (meeting will be held at Community Building)
 - Online bill paying options for customers—information from PSN (Payment Service Network) and two other companies was received; however, reviews from actual customers were only received back from PSN clients. Those customers had all positive things to say and Keith said other favorable aspects that PSN offers, the other two do not. Keith, Lori and Heather agreed that PSN would be a good entity to go with for online bill paying for customers. They offer electronic check options, e-billing for customer's bills and credit card payments for a small fee. Mr. Missimer made a motion authorizing Keith and Municipal staff to move forward with PSN for online bill payments; Mr. Smith seconded. All were in favor; motion carried.
- 7. **WATER AND SEWER—NEW BUSINESS**—Keith reported:
 - Jeff and Keith attended a seminar at PEMA in Harrisburg regarding electronic submission of the Emergency Action Plan. A user name & password have been obtained for RLMA.
 - Windsor Township asked Keith if they could conduct fire department training on a fire hydrant. The township suggested the hydrant at Prospect Street (at entrance of Mazie Gable Elementary) because of the retention pond nearby, but they would need to get approval through the school. The Board suggested using the hydrant at the Treatment Plant and put the water back in the reservoir. Keith will verify with DEP that this would be acceptable.
- 8. **NEW WATER TREATMENT FACILITIES**
 - Last week, Sherwin Logan contractors came to the Treatment Plant to train staff pertaining to the automatic valves, calibration of meters, etc. This took approx. four days.
 - NPDES Permit renewal draft was received from PA DEP. Gannett Fleming reviewed the draft & sent comments back to PA DEP for their review.
 - Red Lion Street Fair was well-attended. RLMA thought it was a successful event.
 - Next Borough newsletter—Mr. Missimer suggested inserting a sewer system update to educate residents.
- 9. **Bills, Statements & Requisitions**—Mr. Poff made a motion to pay the bills, statements & requisitions. Mr. Missimer seconded.
- 10. **Authority recessed to Executive Session** @ 7:25p.m. to discuss litigation matters.
- 11. **Authority reconvened** @ 7:55p.m. Motion was made to approve Change Order #41 with the amount of payment to be withheld as additional retainage to offset the Authority's liquidated damages' claim against Lobar General Contractors.
- 12. **Authority adjourned** @ 7:55p.m.
- 13. **Next Red Lion Municipal Authority Meeting** will be held on Wednesday, September 28th, 2016.

Respectfully submitted by:

Stacy Myers, Recording Secretary