

RED LION MUNICIPAL AUTHORITY – March 23, 2022

AGENDA

Zoom Meeting ID: 944 1692 3223

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Review and approval of the meeting agenda.
3. Action should be taken on the minutes of the February 23, 2022, meeting.
4. **WATER USAGE REPORT** – See attached report
5. **CONNECTIONS REPORT** – See attached report
6. **VISITORS** – management is not aware of any visitors
7. **WATER AND SEWER – OLD BUSINESS**
 1. Solicitor’s Report – See attached report
 2. Engineer’s Report – See attached report
 3. Superintendent’s Report
 1. Received pricing from Envirep to replace the pumps and retrofit the control panel at the Country Club Rd. pumping station. (attached) We are in the process of getting a quote from Heim Electric in Harrisburg to retrofit the control panels, which should cost substantially less than Envirep.
 2. Connie Boyer established a Retirement Class for Life Insurance for herself before she retired, it was my understanding that this would be billed directly to her, not the Authority, however that is not the case. We would need to send her a bill for her life insurance, which is currently \$2.93/month. Is this something we can do on an annual basis, in the amount of \$35.16?
 3. Lori Groupe has announced her retirement. (attached) Lori plans to work through May 12th and use her vacation time till her official retirement date of June 10th.
 4. Shut offs will be April 13, 2022.
 5. 3-Stages Advisory had been experiencing many problems with the software from EmGovPower. This software was not functioning as promised and was causing a lot of redundant work for 3-Stages when doing payroll and accounts receivable due to glitches in the software. 3-Stages asked that we expedite the conversion from emGovPower’s software to ADP and QuickBooks. 3-Stages quoted the cost for this

at \$110.00/month for the ADP payroll software, and no additional cost for QuickBooks as they would absorb this cost into their monthly rate. I met with the committee (Skip and Gary) about this issue, and we all agreed that this was the right direction to go at this time. I contacted Cory Dillinger (MPL) and he saw no issues with separating the accounts receivable from the payroll and accounts payable. I contacted 3-Stages and told them to proceed with the conversion, and I notified EmGovPower of this decision. My conversation with EmGovPower was very cordial, and they offered to help us with this conversion in anyway appropriate.

6. Signed the proposal with Entech to begin planning for Edgewood Tank project.
7. Brad Sprenkle and I had a conversation with Dosceo about backing up the SCADA computer at the Water Treatment Plant. To do this, we would have to leave the SCADA Computer plugged into an appliance that would allow the SCADA computer to back-up to the appliance, and then the appliance would upload this information to the internet for back-up. Theoretically this would prevent someone from hacking into the SCADA computer and making changes to the program, but this is not 100% assured. We explained to Dosceo that we would prefer to back up this data to a hard drive ourselves, and not have this outside connection, but Dosceo didn't think this was acceptable. Brad and Chad are working with ACC our SCADA provider to see if there is an alternative solution for this issue.
8. The Pennsylvania DEP conducted an exit meeting following their Filter Plant Performance Evaluation. The Water Treatment Plant received an overall **"Satisfactory"** performance rating for its ability to remove and inactivate waterborne pathogens through optimized filter plant performance. The Department offered several comments, addressing improvements needed to consistently produce the highest-quality water, and achieve the highest level of filter plant performance. Brad Sprenkle is working on addressing these comments to meet the highest performance rating in the future.
9. Returned the original copy of the public improvement financial security bond, via certified mail, for Laurel Vistas-Phase 2 to Keystone Homes. The security was originally posted in the amount of \$50,935.50 and we have released this bond for a remaining balance of \$0.00.
10. The auditors (Hamilton and Musser) began the 2021 Audit on 3/8/2021. All the information they requested has been provided, and the only information we are still waiting for is the appraisal revaluation from Industrial Appraisal Company, which was completed on 3/14/22, once we pay the bill for this revaluation, I will have access to these reports to forward to the auditors.
11. Tentative date for flushing the water distribution system is April 11, 2022, as decided at the May 2021 RLMA meeting. I notified Dianne Price about beginning flushing on this date, and she replied that she had no issues.

8. **WATER AND SEWER – NEW BUSINESS**

1. We are now sharing CS Datum programs with the Red Lion Borough.

2. We have received (60+) resumes for the office manager position; I have attached the advertisement for your review. This was posted at the Pennsylvania Municipal Authorities, and Pennsylvania Rural Water Associations website and on Indeed. I will begin scheduling interviews next week.
 3. The fire/smoke detection system contract was approved by Selective Insurance Company on 3/1/2022. The contract was signed with Electronic Systems Installers on 3/15/22. They began installation on 3/15/22. The alarm monitoring will be done through AES Mesh Network Radio. The cost for monitoring this is \$30.00/month, and the total cost for this system is \$22,287.00.
 4. I have received a mediation notice from IBT Teamsters 776, which states that I should be contacted soon by a mediator.
 5. Review and discussion of Dish Network's proposed Lease agreement, and for Consent for Cell Tower modifications.
 6. Please submit your Statement of Financial Interest by 5/1/22.
 7. The DEP Greenport was offline for (14) days due to technical issues. We were unable to submit our EDMR through this system by the due date of 2/28/22. I contacted DEP and they asked me to email this report to them in the interim, and once the Greenport website comes back on-line to submit it at that time. The Greenport website came back online on 3/10/22, and I submitted the EDMR on 3/10/22 as requested.
 8. We met with DN Tanks; the concrete tank manufacturer recommended by Entech. Their Representative visited the site and gave us information about their tanks. We suggested that a field trip to their recent Coatesville PA project might be beneficial for the Authority members. If this is something the Authority is interested in, we can set up a date to visit and see this tank, and talk to their personnel about the project?
9. Review statements and approve bills to be paid.
10. Adjournment