

**Red Lion Municipal Authority**  
**Meeting Minutes**  
**Wednesday, January 24<sup>th</sup>, 2018**

**Members**

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

**Others**

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

**Visitors**

Dianne Price  
Dennis Klinedinst  
Bob & Tina Frutiger  
Stephanie Weaver

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 accept the December 20<sup>th</sup>, 2017 Meeting Minutes; Mr. Smith seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—2.45” of rainfall was received since December’s meeting.
4. **CONNECTIONS REPORT**—2 new connections (1-Laurel Vista, 1-The Paddock)
5. **VISITORS**—Mrs. Price wanted to discuss the Fairmount tank overflow, which happened earlier this month. There was water overflowing for 3½ hours before it was discovered by a passerby. She said the Borough should’ve been notified; no notification was given until this passerby saw the water running down the street. Water ran down Fairview & Park Streets, in & around the Community building, causing damage to the lower-level preschool and freezing because of the cold temperatures. The storm drains are meant to collect normal amounts of rainfall, not this volume of water. There were some leaves in the drain; however, there are silt sacs in the drains that collect the leaves/debris to avoid clogs. The Borough knows leaves from the park may be problematic for the drains, that’s why the silt sacs were installed.

Keith stated there was a malfunction in the altitude valve in the Fairmount tank that caused the overflow. Tank levels did not show a low level because it was coming out of the overflow. All the electronics that go to the filter plant showed the tank level was fine, but the piston in the altitude valve was stuck. This could have been temperature-related because of the cold weather, but it appeared like the tank was not full. Mrs. Price was notified at 8am and immediately emailed Keith, who wasn’t aware of the problem prior to that time. It was estimated the overflow began at 4:30 that morning. Keith said a valve would defeat the purpose of the overflow. Board members asked Jason Reichard to look for a flow meter or something similar that can be installed in the drain pipe. Mr. Immel said Municipal employees can use the Vactor truck if any storm drains need cleaned out, even though maintenance of the drains is the Borough’s responsibility. When they’re at the Fairmount tank each day, Mr. Immel asked RLMA employees to check the drains to be sure they’re clear. Keith mentioned that this can’t be done since

the silt sacks were installed at the storm boxes. When & if something like this would happen again, Mrs. Price asked that the Borough be notified as soon as possible.

6. **TEN-YEAR OPERATING REPORT**—the report shows a drop in chemical use with the new Water Treatment Plant, which is good.
7. **WATER AND SEWER—OLD BUSINESS**
  - **Solicitor's Report**—Andy reported on:
    - The pending Senate Bill 597, which will likely be passed. This bill will broaden the Auditor General's powers over municipal authorities' rates, performance, etc. Currently, the Auditor General does not have this type of control over these municipalities.
    - An Executive Session is requested after tonight's meeting.
  - **Engineer's Report**—Jason reported:
    - Cabin Creek Dam Breach Analysis—there is now a functional model in place and results in comparison to historic modeling are being evaluated. Another consultant was contacted for a 2<sup>nd</sup>-party evaluation, per the Board's request.
    - Cabin Creek Dam Safety Inspection—this went well & the report was submitted. Nothing outstanding was found, just some normal repairs. An expanded narrative section was added to cover DEP's concerns from last year and a lot of progress has been made on those issues & Division of Dam Safety concurs with that. A follow-up submission will be given after the first quarter of 2018. The Slope Stability Analysis continues to be monitored & discussed with DEP.
    - 2018 Sanitary Sewer Maintenance—fieldwork has been completed & a field map has been submitted to RLMA staff. Project will be set up & should be good to move forward.
    - Act 203 Tapping Fee Update—Rick Resh (CSD) has completed his work to update this for the water system. A report has been submitted to Keith, along with a recommendation for a slight increase to the water tapping fee. Current tapping fee is \$1,265.00. Based on the analysis, an increase to \$1,310.00 is suggested. The report will be distributed to the Board for their review.
    - 2018 Water System Improvements—a summary of the project list (North Camp Street, Springvale Road, & South Camp Street) is proposed. The field survey is complete & one base map will be finished shortly, which will help with the scope of work and whether this will be a two or three-year project list.
  - **Superintendent's Report**—Keith reported:
    - Authority members attending Council meetings:
      - February 5<sup>th</sup> & 12<sup>th</sup>—Jeff Herrman
      - March 5<sup>th</sup> & 12<sup>th</sup>—Skip Missimer (5<sup>th</sup>) & Mike Poff (12<sup>th</sup>)
    - Several leaks were repaired this month—8" water main at Church Lane, a 4" main on Memory Lane, a 2" water main on Springvale Road, a sprinkler line rupture on North Franklin, a water line rupture inside the vacant Sonic restaurant and a water main repair on Felton Road.
    - January 31<sup>st</sup>, 2018--Source Water Protection Meeting to be held at Windsor Township office @ 6:30p.m.

- January 8<sup>th</sup>, 2018—quarterly Safety Meeting was held at RLMA Maintenance building @ 7:30a.m.
  - Election of Officers for 2018—Mr. Smith made a motion that all officers remain the same for 2018; Mr. Poff seconded. All were in favor; motion carried.
  - Mr. Missimer made a motion to appoint C.S. Davidson as Engineer for 2018; Mr. Smith seconded. All were in favor; motion carried.
  - Mr. Smith made a motion to appoint MPL Law Firm as Solicitor for 2018; Mr. Missimer seconded. All were in favor; motion carried.
  - Auditor for 2018—the Board would like to review their options for auditors. Andy will send RFP’s (Request for Proposal) to the following and possibly a couple other companies:
    - Baker Tilly
    - Stambaugh Ness
    - RKL
  - Chapter 94 Report was submitted on January 11<sup>th</sup>, 2018 to C.S. Davidson.
  - Updating drug & alcohol policy—MPL has reviewed the updates; Keith has copies for Board’s review.
  - Health insurance review—Mr. Missimer, Mr. Herrman and/or Mr. Smith will serve as the committee to review with Keith.
  - New safety items—lights for visibility have been purchased for employees to wear (and for their vehicles/roadways) during line locates, main breaks, etc. while working in & around traffic.
  - Resolution 2018-1—to allow reimbursing the General fund from loan proceeds retroactively. For instance, when spending money now & then later wanting to be reimbursed for it out of any of the financing to make those expenditures part of the final loan. This just allows RLMA to do it; it’s not mandatory that it be done, and it allows them to maintain their tax-exempt status. Mr. Missimer made a motion to adopt Resolution 2018-1; Mr. Poff seconded. All were in favor; motion carried.
  - Alarm system for the sewer stations—the current system sends an alarm to the filter plant, but it doesn’t tell staff what the issue is. Keith & Jeff attended a seminar about new systems that can be detailed to be specific to each situation; i.e. “high water”, “generator running”, “low battery”, etc. Other systems are being researched. The Board is amenable to keeping up with these technologies for the sewer stations.
  - Cameras have been installed today, one in the alley & one on the back of Municipal Offices.
  - 2018 Chemical Contracts have been signed by Chairman Immel tonight.
  - Hydrant report—Borough previously requested a list of fire hydrants, listing their age & condition. Jeff will supply a list that is updated annually when the system is flushed. He will give that to Brett Patterson.
8. **NEW WATER TREATMENT FACILITIES**—Keith reported:
- Workstation that went down last month—Sherwin Logan visited to research the problem. Dell had installed a new motherboard, but Sherwin Logan found that the new motherboard was bad. It was under warranty from Dell & they replaced it on

1/24/18. Sherwin Logan now needs to revisit to complete their portion of the work. The 2<sup>nd</sup> workstation went down earlier this week, but a reboot of the computer got it running again.

When Sherwin Logan was there the first time, they downloaded all information from the workstation onto a disk which was uploaded to an old laptop & enabled the filter plant to run while the workstation was down. The first workstation (went down in November) should be running shortly.

- Heating problems in the old alum building, pretreat building and some rooms in the Water Treatment Plant have all been resolved.
9. **Bills, Statements & Requisitions**—Mr. Missimer made a motion to approve the bills, statements and requisitions; Mr. Poff seconded. All were in favor; motion carried.
  10. **Authority recessed** to Executive Session @ 7:51p.m. to discuss litigation.
  11. **Authority reconvened** @ 8:31p.m. No decisions were made.
  12. **Adjournment**—Authority adjourned @ 8:31p.m.
  13. **Next RLMA Meeting** will be held Wednesday, February 28<sup>th</sup>, 2018 @ 7:00p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary