

Red Lion Municipal Authority
Meeting Minutes
Wednesday, August 28th, 2019

Members

Eric Immel, Chairman
Skip Missimer, Vice-Chairman
Jeff Herrman, Treasurer
Mike Poff, Secretary
Dennis Klinedinst, Asst. Sec/Treasurer

Others

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

Visitors

Dianne Price
Bob & Tina Frutiger
Brett Patterson
Stephanie Weaver

1. The meeting was called to order @ 7:00p.m. Everyone participated in the pledge to the flag.
2. Mr. Missimer made a motion to approve both the July 24th, 2019 DYWA/RLMA Joint Meeting Minutes and the July 24th, 2019 RLMA Meeting Minutes; Mr. Poff seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Usage is down from last year this time. 6.41” of rainfall was received since last meeting.
4. **CONNECTIONS REPORT**—12 new connections (9 in Carriage Crossing, 1 in Laurel Vista, 1 on Redco Avenue, 1 in Valley Meadow)
5. **VISITORS**—no one to address the Board
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—no report
 - **Engineer’s Report**—Jason reported the following:
 - Mobile Dredging & Video Pipe, Inc. just submitted their paperwork for the final payment on 8/27. Jason will review it & present it at the September RLMA meeting. This is the final project of the 2018 Sanitary Sewer Maintenance Program.
 - North Camp Street Water Main Replacement—final application for payment is presented in the amount of \$2,500 to MacMor Construction. Staff has visited the site & is satisfied with the conditions in that area. Mr. Poff made a motion to approve the \$2,500 payment; Mr. Missimer seconded. All were in favor; motion carried.
 - Jason will meet with staff next week in preparation of the Borough road project going out for bid.
 - **Superintendent’s Report**—Keith reported the following:
 - Authority members attending Borough meetings:
 - September 9th—Eric Immel (no Work Session in September)
 - October 7th & 14th—Jeff Herrman
 - September 25th, 2019—shutoffs for delinquent water bills
 - T-Mobile contract renewal—typically, no one reaches out prior to two years of service contract renewal (which is 2023 with RLMA). Keith called the Lancaster T-Mobile & they were to tell T-Mobile sources to stop contacting Red Lion regarding this. Another firm, Landmark, who does work for T-Mobile has also contacted Keith about the contract.
 - Mr. Missimer reported on items from the August 12th Borough Council meeting:

- The Fire Company reported they would like to soon replace their current aging ladder truck with a new one & mentioned contacting the Municipal Authority for a donation. Mr. Missimer suggested meeting with Fire Company reps, either Scott Kopp or Bill Hoover (Fire Co. President) to make them aware the RLMA doesn't have the amount of funds required to purchase a new ladder truck. A new truck reportedly costs over \$1million. The Borough does not have the excess funds to donate either, so a joint meeting could be planned, preferably sooner than later (before the merger).
- In preparation of possibly opening Lancaster Street extended, the Borough has given a deadline to the property owners of when the decrepit buildings in that area must be torn down. In addition, Borough Council authorized an environmental study to determine what permits would be necessary to make this a through-street. If the Municipal Authority has any information pertinent to aid the Borough in moving forward, Mr. Missimer suggested giving that to Borough staff. Jeff Beard stated the water main in the area should be extended to loop those two areas together. Mrs. Price said this is in the early planning stage right now; the street opening wouldn't be until 2022.
- Street Opening Ordinance—Borough staff is still reviewing Ordinances of other municipalities similar to Red Lion. Once notified, RLMA can review & offer comments regarding this.
- Milner Heights Basin rehab—Mr. Missimer reported there are two basins in Milner Heights; one is very large, one small. A joint project was entered between Red Lion & Windsor Township to rehab the large basin, completed in 2017 which included structural changes to the outlet structure and the installation of four bays at the ends of the pipes that drain the surrounding community into the basin.
The other part of the project was reseeding the vegetation at the bottom of the basin; however, the wet weather this past 24 months had prevented this. In that interim, the Windsor Township Engineer suggested changing the contract to include more physical work be done inside the basin to modify the way the water flows in the basin, etc. Mr. Missimer & Keith met with Kip Allison (WT) to discuss the township's objectives versus RLMA's objectives. Mr. Missimer said Red Lion's objectives of reducing nutrients, sediments & velocity coming from the basin have been met. The additional items suggested by WT's Engineer are not necessary in Red Lion's opinion. Mr. Allison will report this to his Board for further discussion. Red Lion is not paying for any of these project costs; they're being paid with County grant funds.

7. **WATER AND SEWER—NEW BUSINESS**—Keith reported:

- Watershed Weekend will be recognized by public tours of the Water Treatment Plant on Saturday, September 21st from 10am-1pm. Those interested can meet in Windsor Church of God's parking lot for transport to the plant.
- 2020 Financial Requirement for the Authority's Defined Contribution Pension Plan is \$12,100. The 2020 MMO (Minimum Municipal Obligation) for the Pension Plan is \$78,508.
- Letter has been received from the Borough Manager requesting Howard Street be repaved due to deteriorating patches resulting from RLMA's sewer project. Mrs. Price said she & Brett Patterson had inspected other patches done during this same project that appear to be fine, but she believes the difference is that Barrasso used subcontractors to

complete patching on Howard Street and both patches on that street have deviations in the pavement. There is a 2-year requirement on the other patches done during this project and that time is already ticking away from the date Brett had inspected them, but the time requirement has not started on Howard Street patches yet. Mrs. Price reported this isn't temporary trenching; the repair must be something that holds up and she believes Barrasso must remove what is there & do it right. She has a Bond from Barrasso, good through January 2020, but she doesn't want to pull that knowing Howard Street is not holding up already. Barrasso should be held accountable to make it right & they are RLMA's contractor, not the Borough's.

Mr. Immel believes the Borough would be the party to inspect the paving since it's their street; however, Mrs. Price stated the Authority's specs say they (Authority) will inspect. And although Municipal staff was told by Barrasso that the Borough was contacted daily about conducting inspections, Brett Patterson said he was not notified regarding Howard Street (possibly because it was completed by a subcontractor). Barrasso later admitted Borough staff was not contacted every day & may not have been contacted to inspect that area.

Keith said Municipal staff conducts inspections of all work before backfill & paving is done, but he may not have paperwork noting every inspection. Mr. Klinedinst mentioned a June 2017 agreement between RLMA & C.S. Davidson that states the Municipal Authority would inspect and record all steps of their projects and street cuts. As Chairman of the Borough's Public Works Committee, he would like a report of RLMA's inspections done on this project.

Jason will visit Howard Street to look at the problem areas, but he suggested waiting until Spring (& nicer weather) to have the repair work done. This will allow for additional settling of the street, which can be reevaluated at that time. Mrs. Price & Brett are agreeable to this and when asked, Brett said he doesn't foresee a problem with plowing & the current sewer lid height on Howard Street.

Jason said the Authority still has until May 13, 2020 on their Performance Bond which should cover the Spring work, but he thinks it would be easier for the Borough to execute their Bond for the street cut. Mrs. Price said the Borough's Ordinance requires two years and all she has from Barrasso is the street opening permit which expires end of January 2020.

Jason will contact Barrasso contractors (via letter) to tell them the Howard Street work is not satisfactory, and the work needs to be redone in Spring. If there are other issues that the Borough is concerned about, they should be brought to Jason's attention before he contacts Barrasso. Jason will review all the language regarding the Bond, Ordinance, etc., prior to sending the letter to Barrasso.

Of note, Mrs. Price stated all permits, going forward, will have to be held by the utility, not the contractor. Jason agreed with that decision. He said it's odd to hold the contractor liable to the 2-years after a project rather than the utility that conducts the project.

In reference to the agreement between the RLMA & C.S. Davidson that Mr. Klinedinst mentioned, some revisions to the language may be necessary for the Authority's agreement with CSD to mirror the Borough's agreement with CSD.

- Lead/Copper sampling has been completed—30 samples were taken; 10 results have come back, all below the DEP limits.
- July 5th--York County Emergency Services held a meeting at the Municipal Office to discuss the lightning strike event and what improvements could be made during any future like events.
- Keith & Mr. Missimer gave Laura Kirk, EMA Director, a tour of all the Red Lion Municipal Authority facilities. Laura suggested conducting tabletop drills, such as a

main break or other emergency situation where training may be helpful. This can be planned for the Spring.

- During the lightning strike, Keith was contacted by a South Main Street resident who has retired from the electric business after 40 years. After touring the Water Treatment Plant, he said he could get a spare control unit for \$1,200, wire it & mount it. This was the unit that was damaged & taken out of service by the lightning strike. The same unit was quoted by Control Systems 21 for \$3,856 and they said it would take 1-2 months to receive. Discussion was held on where to mount it in the plant. The South Main resident also suggested changing the way the unit is grounded to avoid a future like event. The Board was amenable to purchasing two of the units to have on hand. Keith will verify the warranty on the unit should this resident purchase & install it.
 - Pump #1 at Beaver Creek was sent to Motor Tech for service. The bearings needed to be replaced. Motor Tech will install & laser-align the operating assembly.
 - Clarifier 1 was cleaned today, 8/28; Clarifier 2 will be cleaned tomorrow, 8/29
 - Keith & Jeff met with Stewartstown Borough Water staff & Authority members to discuss problems with Sensus meters and the capability of the Kamstrup meters that Red Lion is using as Sensus replacements. RLMA plans to list their extra Sensus meters on MuniBid.
 - Karl Reynolds from Reynolds AV, LLC visited the Water Treatment Plant to look at what had been damaged during the lightning strike and offer replacement suggestions. To replace everything, as is, would cost \$1,723, which will be turned into the insurance company. WTP staff asked for a larger monitor in the lab room (50" rather than 40") and fiber optic rather than running an HDMI cable from one room to another and a new video card in the computer. The upgrade cost would be \$2,597. The Board was agreeable to moving forward with the upgrades.
 - Country Club Hills driveway (to the pump station) needs repaved. Keith obtained a quote from Emory Peters for \$9,960 and Fitz & Smith for \$8,400. Mr. Missimer made a motion to move forward with Fitz & Smith for the repaving; Mr. Poff seconded. All were in favor; motion carried.
 - September 18th—Source Water Protection Plan Meeting @ 6:30p.m.—at Red Lion offices
 - Part-time Operator has been hired & trained. Full-time Operator has been hired and has completed his paperwork and clearances.
 - Partnership for Safe Drinking Water through AWWA has been completed & filed.
 - Mr. Klinedinst stated the Borough is looking at repairs for the driveway behind Kaltreider-Benfer Library. A quote for repairs in the amount of \$22,086 was prepared by Brett Patterson. The installation of all the parking area was a Borough project and now sealing is needed for some of the area. Back in 2011 or 2012, Mr. Klinedinst thought the Borough was told when the driveways were connected (from the library to back parking lot), the Municipal Authority said they would pay half the paving cost. Mr. Missimer remembers hearing of some discussion on this (he attended on behalf of the library) and that Council agreed to put the driveway in but doesn't recall the Authority being involved other than getting their (RLMA) permission. Part of it, not all, is on RLMA property. The Board suggested Jason meet with Brett Patterson to see what work is needed, what concerns there are about the area & an approximate cost.
8. **Approval of bills, statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Missimer seconded. All were in favor; motion carried.
9. **Authority recessed to Executive Session @ 7:58p.m.** to discuss pending litigation & personnel issues. Authority reconvened @ 8:28p.m. No action was necessary.
10. **Adjournment**—meeting adjourned @ 8:30p.m.

11. Next RLMA Meeting will be held on Wednesday, September 25th, 2019 @ 7:00p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary