

**Red Lion Municipal Authority  
Meeting Minutes  
Tuesday, November 19, 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  
Andy Miller, Solicitor  
Stacy Myers, Recording Sec'y

**Visitors**

Dianne Price  
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 approve the October 23<sup>rd</sup> Budget & Regular Meeting Minutes; Mr. Poff seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—5” of rainfall was received since last meeting. Keith reported they’re still pumping from Beaver Creek, when necessary.
4. **CONNECTIONS REPORT**—4 new connections
5. **VISITORS**—no one to address the Board
6. **WATER AND SEWER—OLD BUSINESS**
  - **Solicitor’s Report**—Andy reported:
    - Kalreider-Benfer Library Subdivision Plans—Municipal Authority had proposed to the Borough & the Library that the maintenance remain the same with the Borough maintaining the accesses & parking areas. The Borough responded that the respective landowners oversee the maintenance, snowplowing, etc. of their own properties (after the subdivision) rather than the Borough maintaining everything. There was also a statement of concern regarding overflows from the tank, which Andy asked for clarification on.

In addition to maintenance responsibilities, Mrs. Price stated the Borough doesn’t want the responsibility in the event of another overflow, as had happened last year in which the basement of the Community Building flooded. And she said the cell tower is a zoning issue because it’s a tower larger than would be permitted. If the tower fell or something would fall from it & strike a building, the Borough wants that to be a Municipal Authority responsibility. There’s a fall distance required on the zoning for the tower, but the Zoning Hearing Board granted a Variance for that because the tower was already there. Andy said the tower would be insured by the Municipal Authority & while insurance provisions could be added, this agreement is concerning a cross-easement. It should go without saying that RLMA would have insurance on its towers & physical plans.

Andy contacted Peter Ruth, Solicitor for Kaltreider-Benfer Library to get their perspective on this issue but has not received a response yet.Because the Authority is an owner/applicant on the plan, Mrs. Price requested the Authority give the Library an extension letter on the subdivision plan to allow the Library more time to decide where their building will go & what Variances are needed. Otherwise, action must be taken on the plan by end of February 2020 & it may not happen till then. The Board is not agreeable to an indefinite time extension, but Mr. Missimer made a motion to extend the timeframe on the Variances & the

Subdivision Plan to June 30<sup>th</sup>, 2020; Mr. Herrman seconded. All were in favor; motion carried.

Mr. Poff stated he doesn't agree with the proposed maintenance responsibilities since the Borough owns the parking lots. The land was the Authority's, but the Authority allowed the Borough to install the parking lots for day care, library & Community Building parking. Mrs. Price said the parking lot is primarily used by the Library; the day care may use it but doesn't own it. She said the agreement states the Borough must maintain all curbs, sidewalks, light fixtures (decorative posts) in that area & they have been doing that & plowing all of this area, but she doesn't feel this is fair and is asking for the language to be revised.

Jeff Beard presented a plan of this area from 2000 when the Borough used CDBG (Community Development Block Grant) money to install the parking lot on Municipal Authority's property. The curbs, sidewalk & decorative lamp posts & storm drains were installed with the grant money. Why wouldn't the Borough be responsible to maintain what they had built with their grant money? Mrs. Price said the Borough will maintain what is on Borough property; the Library & Authority should maintain what is on theirs. She said the current agreement states the Borough will maintain **all** the above-mentioned property, which would include mowing the grass at the water tower which is RLMA property. **This language** is what the Borough would like revised.

Mr. Missimer suggested Mrs. Price & the Borough Solicitor rewrite the agreement to include what they want the Borough to maintain. Andy Miller & RLMA will then review it. Andy said the language of the agreement can be tweaked; as it currently states the parking lot, driveways, sidewalks, lights, light posts & stormwater facilities are the Borough's to maintain. But what Andy now understands is the Borough is willing to maintain the cartway, the curbs, parking lot, the light fixtures & stormwater facilities that were created per the CDBG plan from 2000.

This leaves the Authority responsible for mowing the grass & maintaining the water tower (which is currently done). A sketch plan can be attached to the agreement, once revised. The Borough & Library can determine each entity's responsibilities & create an agreement between them, if they wish.

The Board is agreeable to revising the language of the agreement & Andy working with Mike Craley, as necessary. Andy said this agreement should be resolved & approved prior to the plan getting recorded.

- Requests an Executive Session at the end of this meeting.

- **Engineer's Report**—no report

- **Superintendent's Report**—Keith reported the following:

- Authority members attending Red Lion Borough Work Session & Regular Meetings:
  - December 2<sup>nd</sup> (Work Session)—Skip Missimer
  - December 9<sup>th</sup> (Regular)—Eric Immel
  - January 6<sup>th</sup> & 13<sup>th</sup>—Jeff Herrman
- December 11<sup>th</sup>, 2019—water shut offs for unpaid bills
- Gas/diesel pumps—RLMA staff is still gathering information in preparation of discontinuing gas/diesel sales in 2020.
- Eric Immel's reappointment letter for another term on RLMA was given to Borough Council at their November 11<sup>th</sup> meeting.
- RLMA staff repaired two 6" water main breaks; one on East Prospect St. & one on Winterstown Rd.
- November 20<sup>th</sup>—Source Water Protection Meeting to be held at Windsor Borough Office @ 6:30pm—Mr. Missimer said some discussion that night will be regarding

the revision of the Source Water Protection Plan, which has not been updated for several years.

7. **WATER AND SEWER—NEW BUSINESS**

- October 29<sup>th</sup>—annual Safety Meeting was held to discuss & review all safety equipment with employees.
  - October 25<sup>th</sup>—sewer force main break at Vine Street was repaired.
  - Resolution 2019-2—to adopt the 2020 Water & Sewer Budget—Mr. Missimer made a motion to adopt this Resolution; Mr. Poff seconded. All were in favor; motion carried.
  - Resolution 2019-3—to adopt 2020 Water rates with a 5% increase. Mr. Poff made a motion to adopt this Resolution; Mr. Missimer seconded. All were in favor; motion carried. Keith stated letters regarding the increase have been mailed to all bulk water customers.
  - Resolution 2019-4—to adopt 2020 Sewer rates with no increase. Mr. Herrman made a motion to adopt this Resolution; Mr. Missimer seconded. All were in favor; motion carried.
  - Resolution 2019-5—to adopt Certain Fees for 2020. Mr. Klinedinst made a motion to adopt this Resolution; Mr. Missimer seconded. All were in favor; motion carried.
  - 2020 Chemical Bids have been mailed. Bid opening will be held December 12<sup>th</sup> @ 10am at the RLMA Maintenance Office.
  - Proposed meeting dates for 2020 will be emailed to everyone. Please let Keith know of any conflicts before the December 17<sup>th</sup> meeting.
  - Jeff Beard reported on the proposed Channel 27 weather cam installation for the roof of the Municipal Office building. The installer looked at the roof & gave his opinion that the weighted tripod & camera be mounted on a platform with a cushioned mat underneath to help protect the rubber roof. The Board was amenable to moving forward with this.
  - Kristin Sweitzer from Red Lion Recreation asked if RLMA will donate to the New Year's Eve fireworks again this year. Mr. Herrman made a motion to donate \$1,000 to the event; Mr. Immel seconded. All were in favor; motion carried.
  - Mr. Klinedinst asked about a street patch at 506 Cottage Place, done in 2016 that was on a list for repair this year, but not done yet. Jeff Beard said he had to select several street repairs from that list but, while keeping the cost under the bidding threshold of \$11,100, a few streets must wait till next year. One of those was Cottage Place, being that it's not a main thoroughfare or a heavily traveled road. Cottage Place is on the 2020 list for repair.
8. **Approval of bills & statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Poff seconded. All were in favor; motion carried.
9. **Authority recessed** to Executive Session @ 7:45p.m. to discuss litigation.
10. **Authority reconvened** @ 8:35p.m. No action was taken.
11. **Authority adjourned** @ 8:35p.m.
12. **Next RLMA Meeting will be held on Tuesday, December 17<sup>th</sup>, @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary