

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, August 25th, 2020**

Members present

Skip Missimer, Chairman
Mike Poff, Vice Chairman
Jeff Herrman, Secretary
Dennis Klinedinst, Treasurer
Chris Minnich, Asst. Sec/Treasurer

Others present

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

Visitors

Dianne Price
Stephanie Weaver
Bob & Tina Frutiger

1. The meeting was called to order @ 7:00p.m., followed by the pledge to the flag.
2. Mr. Poff made a motion to approve the July 22nd, 2020 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—7” of rainfall was received since last meeting. Current usage is slightly higher than last year this time.
4. **CONNECTIONS REPORT**—7 new connections were made since last meeting; 6 at The Paddock; 1 in the Kensington development.
5. **VISITORS**—no one to address the Board.
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Andy reported the following:
 - **Fire Hydrant Transfer Agreement**—1st draft has been distributed for the Board's review. The 1st draft of updates to the Authority's Rules & Regulations, which includes the Authority's owning & maintaining the hydrants, has also been distributed for review.

Mr. Minnich distributed a “Fire Hydrant Fee Coverage”, which seemed to be an explanation of the \$12.15/hydrant fee the Borough pays the Authority each month. Mr. Missimer stated this was basically an explanation of what the Borough was getting for that monthly fee. It isn't any type of agreement, just an explanation of that fee, but it is all still true, a fact of the current matter.

Mr. Klinedinst asked Andy where the information in the Agreement came from. Andy said it came from the outlying of terms for the transfer of hydrant responsibility and also as a result of the meeting Mr. Missimer had with Mr. Musso & Mrs. Barley. Mr. Klinedinst stated he just received this Agreement draft today & hasn't had time to read it, so he wouldn't be comfortable with voting on it. Mr. Missimer explained that there was no new information in the agreement that Mr. Klinedinst hasn't already been aware of.

Mr. Minnich asked where the Authority will make up the lost revenue of the monthly hydrant fee the Borough now pays. Will that be passed on to the customer? Mr. Missimer said it may be passed onto the customer in a minimal fee, but it's unknown how much at this time. It may be a certain percentage or \$1/monthly customer bill. This will all be determined at 2021 Budget time.

Andy explained the agreement preserves the Borough's current governmental immunity for fire protection services (provided per the Borough Code). The agreement states that all the Borough is delegating to the Authority is the operation &

maintenance of the fire hydrants and the Authority is doing that operation/maintenance as part of the governmental function to provide fire service. If there would ever be a problem, the Authority could claim that governmental immunity the same as the Borough can do now. Authorities can typically provide a proprietary function rather than a governmental function, which exposes them to more liability, and we don't want that in the case of this agreement and have both entities lose that protection.

Even now, being that the Authority supplies the water to the fire hydrants, should a claim/lawsuit be started, it would most likely be brought against both entities.

Mr. Minnich asked if all the hydrants are in good working condition. Keith said they're unsure of the hydrant at Lancaster & S. Main Streets since the accident a few months ago. It was a full hydrant replacement, but municipal staff didn't make the repair, nor did they inspect anything, so Keith said it's unsure if the riser is installed correctly. It would need to be taken apart to verify it's correctly installed.

Andy said this situation is included in the agreement in that, once the Authority owns the hydrants, if there is a pending insurance claim on any hydrant, the Authority would get the insurance money to fix the hydrant. Currently, the Borough gets the payout from a claim.

Of note, Andy stated, while researching & drafting this agreement, it was found Westmoreland County Authority owns their Borough's hydrants. This agreement will only affect Red Lion Borough hydrants, not the other hydrants in municipalities where RLMA supplies water.

With no further discussion on the draft agreement, Mr. Klinedinst made a motion to send it to the Borough Solicitor & Borough Council for review/comment; Mr. Minnich seconded. All were in favor; motion carried.

- **Legislative & Regulatory Updates**—informational items
 - Technical guidance on one-hour reporting requirements—Keith is agreeable to this & forwarded it to the filter plant supervisor to review with his employees.
 - Asset Management Plan—DEP is creating a grant opportunity of up to \$25,000 per applicant for water systems to establish/update such a plan.
 - COVID Relief Aid for Utilities—legislation made funds available to utilities; however, RLMA's most recent round of shut-offs had no delinquent accounts.
 - Manganese Rule—York County doesn't see high manganese levels. The main driving force behind this regulatory change was for mining/fracking operations to move their point of testing to obtain the dilution effect of it.
- **Engineer's Report**—Jason reported the following:
 - **Burrows Road Water Main Interconnect**—project is now complete including the final trench restoration for the entire length of the project. York Township staff found no issues during inspection. Jason will have DeTraglia's final payment request at the September meeting.
 - **Lancaster Street Water Main Interconnection**—working with Red Lion Borough's engineer to coordinate the interconnection of existing water mains on East Lancaster Street in conjunction with the Borough's plans to extend/open Lancaster Street. It involves approx. 600' of pipe, but there's very little sanitary sewer, stormwater piping & cross culverts involved so right now, staff is preparing to apply for DEP permitting so they're ready when the Borough is ready to move forward. Mr. Klinedinst said this project may be 2021 or 2022, but more discussion needs to take place.

- **Springvale Road Water Main Extension**—a cost estimate for the proposed water main replacement/extension was prepared & a second estimate was also prepared for an additional 3,500 linear feet extension to serve additional Windsor Township customers. This was presented at the 8/17/20 Windsor Township meeting & letters will be mailed to the customers affected by the installation to gauge interest. The line would be extended the whole way through Springvale.
The first section has been sketched & surveyed and Jason stated this could possibly get done this year. Keith doesn't expect the additional extension to be approved by Windsor Township due to cost. The cost estimate is \$1million to pick up 30-34 customers, permitting to cross two streams & other involved work is not feasible. The budgetary amount was estimated at \$34,000/residence to connect, which for most residents is not feasible either.
Keith & Jeff would like to get the initial plan (down to the first curve on Springvale) completed this year. Jason is amenable that design & contract documents will be done this year, as well as the new customer hookups, but we may be past the window to complete road restoration before cold weather arrives. Being a township road, completing roadway restoration may not be a problem, but this can be discussed. Board members are amenable to the project moving forward. In the future, should the Windsor Township residents want to hookup, they can do so.

- **Superintendent's Report**—Keith reported the following:
 - **Water tank inspection reports**—these have been distributed to the Board for their review, along with pictures. Keith included a spreadsheet of what RLMA staff can do as time allows & what others would need to do. Some of the staff jobs include:
 - Signage, although there are currently “No Trespassing” signs in the area, additional signage can be installed, if necessary, including “Confined Space” signs.
 - Repair cracks in the concrete foundation.
 - RLMA received a grant through their insurance company & harness and climbing gear was purchased to climb the tank.
 - Pressure wash the tank

7. **WATER AND SEWER—NEW BUSINESS**

- **Edgewood Tank discussion**—this tank has not been used for years, mostly because it doesn't function well due to its height. Fairmount Tank sits much higher, so it drafts much better. Before Fairmount Tank was rebuilt, Edgewood Tank was a 2million-gallon tank and it drafted, not great, but better than it does currently. Its current state causes the water to lose its chlorine residual, so we end up with water that is not good that we don't want to go back into the distribution system or to our customers. RLMA staff & the Board need to decide what to do with the Edgewood Tank, i.e. tear it down, repair it, replace it, etc.
Jason distributed a report using different research criteria which was discussed. A model & mapping system was created to aid in research. The following options were researched:
 - Possibly separating the distribution system into two. Automatic valves would be installed at key points in order to break Fairmount off from Edgewood so that Edgewood could have its own distribution system. The tank would then be forced to draft. The problem with this is some residents may experience loss of water or water pressure, so booster pumps would need to be installed.
 - Complete an interconnection to force water to flow from one side of the tank & out the other side. Certain sections of the distribution system would need to be isolated to get the turnover in the tank.
 - Install a mixing system inside the tank to circulate water & draft it at the bottom; however, this becomes complicated because of overcoming the hydrostatic pressure coming from Fairmount Tank. If the water isn't coming in, there's no reason to

circulate it & unless a secondary treatment would be done, chlorine would need to be injected into the tank to keep the water fresh.

- Quotes for replacing the tank were \$800,000 (for a 1million-gallon tank) & \$1million (for a 1.5million-gallon tank). Demolition of the old tank & other construction that would be required was not included in these quotes.

With the Water Treatment Plant upgrade, pumping capacity has been significantly increased, so would the above Edgewood Tank upgrades even be necessary? Jason stated everything is currently running fine. Does RLMA staff want the extra storage that Edgewood offers to be available?

Some of the above options may not be too costly, but when discussing long-term maintenance & upkeep, it starts to get complicated & costly. Keith & Jeff said the Edgewood Tank is steel & the tank itself is not bad; the problem is getting it operational.

Mr. Missimer suggested Jason meet with RLMA staff & a few Board members to come up with 3-4 options including involved costs for Edgewood Tank. Mr. Poff & Mr. Klinedinst offered to meet & Keith will schedule the meeting. This work won't be in the 2021 Budget, but Mr. Missimer is hopeful that by October 2021, we'll have a plan to move forward.

- **2021 Financial Requirement/MMO for Pension Plan**—the Authority's portion for the defined contribution of 2021 is \$17,000. The other pension portion is \$81,693.
 - **H2O Schneider/Orren Schneider** met with RLMA staff earlier this month to discuss mixing our water with York Water at an interconnection. Mr. Schneider agreed that this is a significant problem and has agreed to put together a report with scientific data showing why this is not a good idea. His report/data should be received by end of September.
 - **WTP staff** cleaned both clarifiers last week
 - **Kubota repair/replace discussion**—the current Kubota RTV's hydrostatic pump/hydrostatic drive is out of operation. Jeff obtained a repair price of \$6,917 (the pump itself is \$5,200 + labor). A new one costs approx. \$20,000. Messick's (Kubota dealer) couldn't explain why this happened being that the unit is only 5 years old with less than 3,000 hours on it. It's used heavily on a daily basis by staff at the WTP to get from building-to-building, to complete testing & driving all over the property. Mr. Klinedinst suggested contacting the Kubota representative for input on this particular model & the problem staff has with it. The Board is amenable with Jeff contacting Kubota & moving forward with the repair.
8. **Other business to come before the Authority**—Mr. Missimer presented:
- The Pandemic Continuity of Operations Plan is now updated & complete. Mr. Poff made a motion to adopt the plan as policy; Mr. Herrman seconded. All were in favor; motion carried.
 - America's Water Infrastructure Act was passed in 2018—it requires every water system, regardless of size, to go through a risk & resilience assessment. Smaller systems, such as Red Lion's can either complete a computer program (created by EPA) or complete a checklist & send an acknowledgement letter (to EPA) stating staff as completed it. Mr. Missimer stated he, as well as Jason can help staff complete the checklist. Keith said PA Rural Water is also available to help, if necessary. The deadline for completion is June 30th, 2021.
 - New strain of flu vaccine is available—RLMA staff is urged to receive it & insurance does pay for it.
 - Mr. Minnich reported that the Fire Company came to the Borough stating that their bays flood when they wash vehicles inside because the bays don't drain properly and he wondered if Jason & Jeff Shue (Borough Engineer) can work together to reach a solution to correct this. Mr. Missimer & the Board said this should be addressed by the design engineer who designed the building, being that the correct size pipe wasn't used. More discussion can be held on this later.

9. **Approval of bills & statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Minnich seconded. All were in favor; motion carried.
10. **Adjournment**—Mr. Klinedinst made a motion to adjourn the meeting @ 8:17p.m. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary