

**Red Lion Municipal Authority  
Meeting Minutes  
Wednesday, March 24<sup>th</sup>, 2021**

**Members present in-person/Zoom**

Mike Poff, Chairman  
Skip Missimer, Vice-Chairman  
Dennis Klinedinst, Treasurer  
Chris Minnich, Asst. Sec/Treasurer  
Kelly Henshaw, Secretary (Zoom)

**Others present in-person/Zoom**

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

**Visitors**

Stephanie Weaver  
Dianne Price (Zoom)

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. Mr. Klinedinst made a motion to approve the February 24<sup>th</sup>, 2021 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—3.31” of rainfall was received since last meeting. Usage is down compared to last year this time.
4. **CONNECTIONS REPORT**—3 new connections since last month, all at The Paddock
5. **VISITORS**—no one was present to address the Board & with tonight’s meeting also being held via Zoom, Keith stated he received no questions or concerns from the public to be addressed tonight.
6. **WATER & SEWER—OLD BUSINESS**
  - **Solicitor’s Report**—Andy reported the following:
    - **DYWA Bulk Sales Agreement**—the Agreement had been sent to DYWA for their review & any comments/changes they requested. To date, Andy doesn’t have all of the comments, but he did relay the message to them that RLMA is OK with DYWA increasing their daily pumping/usage quantity as long as their permitting is in place. Overall, Andy believes Dallastown-Yoe is satisfied with the revisions, per their Solicitor. He will forward any comments to Keith, Jeff & the Board, once received.
    - **Lease Agreement with Red Lion School District**—to be discussed later this evening.
  - **Engineer’s Report**—Jason reported the following:
    - **Springvale Road Water Main Extension**—on March 5<sup>th</sup>, a preconstruction meeting was held with Barrasso Excavating. The meeting went well & Jason & RLMA staff are satisfied by the fact that Barrasso is familiar with RLMA’s system. They had planned to begin construction on March 22<sup>nd</sup>; however, due to rain delays, as well as delays on some of their other projects, they now plan to begin on Monday, March 29<sup>th</sup>. RLMA staff will oversee the project.
    - **Edgewood Tank Replacement Feasibility Study**—documents related to Phase 1 were distributed last month for the Board’s review. More discussion on this later tonight.
    - **Railroad Lane Sanitary Sewer Manhole Replacement**—RLMA staff & Jason have started discussion & preliminary design work on the replacement of 3 existing manholes on Railroad Lane (between Henrietta Street & Wallick Lane). The manholes are downstream from a force main discharge where the corrosive gases associated with that have deteriorated the concrete manhole structures.

Jason will put a contract together including necessary surveying & other work to move forward with this project.

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

- **April 14<sup>th</sup>, 2021**--shut offs for delinquent bills.
- **April 5<sup>th</sup>, 2021**—annual flushing of the distribution system to begin.
- **Pretreatment Basin repairs**—paperwork is being reviewed to decide whether this will be a RLMA staff project or completed by an outside contractor.
- **Edgewood Tank discussion**—last year, discussions were held on what would be the best avenue to take on this, whether replacing or rehabbing the tank. After the tank inspections by Pittsburg Tank were completed, they (Pittsburg) sent RLMA staff to a ground tank engineer who advised them, if RLMA decided on elevating the tank, they should seek an elevated tank engineer. Staff hadn't heard anything from that engineer who was supposed to be in contact; however, it was during the COVID pandemic last year.

RLMA staff reached out to TIC and, while they can do a project like this, like C.S. Davidson can, they wouldn't do any modeling.

Staff contacted Entech too, who seemed interested in the project. RLMA staff & Mr. Klinedinst met with Entech. Mr. Klinedinst said he was impressed by them & their knowledge of what's involved with a project like this and said they offered a lot of information. Entech's proposal was sent via email to Mr. Klinedinst & Mr. Poff, as they were the two Board members suggested for the Edgewood Tank Committee.

Mr. Missimer suggested that Kelly Henshaw take Mike Poff's place on the Tank Committee, as Mr. Poff isn't available during the day. Mr. Poff & Mr. Henshaw were agreeable to that suggestion. The Edgewood Tank Committee is now Mr. Klinedinst & Mr. Henshaw.

Keith will forward Entech's proposal to Mr. Henshaw for review. It includes their plan to look at the distribution system, including 14 loggers they install in the system to track information. They would also meet with Filter Plant staff, see how the SCADA system works, etc.

This review of different engineering firms was part of Keith & Jeff's due diligence to see what firm would be best to handle this project, but it's the Board's decision.

Mr. Missimer suggested Keith reach out to Dallastown to possibly schedule a visit (including anyone from RLMA who is interested) to view the new Dallastown tank being erected, see the ongoing construction, talk to Joe & ask questions, if wanted.

- **Discussion & execution of Red Lion Area School District's lease for the monopole**—Keith has the lease tonight, which mirrors Boyd's lease from last year. Mr. Missimer made a motion to execute the agreement with RLASD for space on the monopole; Mr. Minnich seconded. All were in favor; motion carried. The lease amount is \$100/year.

Keith stated he will send the executed agreement, along with the MPL invoices related to the lease to the school district for payment, as that is what is outlined in the lease.

- **A part-time female operator was hired** for the Water Treatment Plant. She is currently a student at Thaddeus Stevens in their Water Treatment course & has completed & passed all the drug/alcohol testing through Work First.
- **Risk & Resiliency Assessment**—all Board members read through the report with the included appendixes & Mr. Missimer asked for any questions from the Board.

- Mr. Klinedinst asked if RLMA has insurance or protection from contamination of the system when someone connects a hydrant to a distribution main. Jeff Beard said that's the reason for working to get the sprinkler lines/fire systems updated, to obtain backflow protection; however, he said, it's a large task. Insurance coverage would be a contractor's responsibility that should cover damage done to a hydrant and/or contamination of the water system. If it's a Borough project, the Borough should ensure the contractor would have proper insurance coverage, same as the Authority would ensure that.
 

Many factories connected to the RLMA system now have backflow protection, but it may be outdated. Jeff Beard said Tate Floors & the old David Edwards Furniture are two examples of factories with outdated systems out of the approx. 30 companies/factories connected. Some newer companies, i.e., CVS & Chapel Church are following the current rules & regulations and have a meter pit, a meter for the fire suppression system & a meter for domestic usage.

Keith & Jeff want to be proactive & draw up specifications or guidelines for the current factories with outdated sprinkler systems before approaching them about updating. Andy has written a letter that can be sent to these companies, but Keith & Jeff want to have a guideline to be able to give them too. Jason is also in this discussion to create the updated guidelines and estimates it should be completed for the Board's review in 2-3 months.

The risk of water being taken illegally from a continuous low flow is a lot higher than what the Authority would lose in water sales from not metering for a sprinkler system. So, this type of situation will be taken into consideration too.
- EPR (Emergency Response Plan) on Page 12—Mr. Klinedinst said a list of daycares was included but preschools were not; however, many of them are not stand-alone buildings, but part of a church, community building, etc.
- Contact information for Authority members has already been added to the ERP.
- Mr. Missimer urged the Board members to review the documents until April. If there are any questions or revisions, let him know before then. Next month, Mr. Missimer would like the Board to authorize Keith to file the electronic certification for both the Risk & Resilience Assessment and the Emergency Response Plan.
- Chairman Poff thanked Mr. Missimer & Keith for all their time & effort spent on these documents.

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

- Current office cleaning person (Crystal) is requesting to be put on a 1099 rather than listed as a part-time employee. She's been cleaning the Borough & Authority offices for approx. 20 years and doesn't want to lose the job when she goes for surgery. Her daughter will help her with the work as she recuperates.
 

Crystal is also requesting a raise, as she hasn't received one in years. She currently makes \$580/month & Board members agreed that an appropriate raise is in order. In addition, they will be saving money on her SS, Medicare, etc. with her changing to a 1099.

Mr. Missimer suggested Keith work with Crystal to create a proposal that she's satisfied with, including cleaning the maintenance offices, should she agree to do so and report

back to the Board. Andy suggested creating a short agreement with her so it's clear that Crystal will need to provide her own insurance after converting to a 1099. Keith doesn't believe that will be a problem for her, as she has other cleaning jobs. She has already submitted a resignation letter to RLMA too.

- Doceo, ACC & RLMA staff met recently to discuss computer upgrades & cyber security at the Water Treatment Plant regarding WIN911 & the SCADA system. A different proposal will be created with Doceo assisting ACC in completing the work. Keith will present the proposal for updated computers & operating system when it's complete. The only SCADA computers are in the operating room across from the lab & they are **not** connected to the internet.
  - Clarifiers were cleaned this week prior to the flushing schedule.
  - Princeton Hydro—a proposal was received for weed control in the reservoir. This chemical will not affect animals at all, but how it will affect other things, clarification needs to be made. Keith will contact DEP for approval & discussion regarding this chemical.
8. **Approval of bills & statements**—Mr. Klinedinst made a motion to approve the bills & statements; Mr. Missimer seconded. All were in favor; motion carried.
  9. **Adjournment**—With no further business before the Authority, Mr. Klinedinst made a motion to adjourn at 8:02p.m. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary