

**Red Lion Municipal Authority  
Meeting Minutes  
Wednesday, April 28<sup>th</sup>, 2021**

**Members present**

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

**Others present**

Keith Kahwajy, Superintendent  
Jeff Beard, Asst. Superintendent  
Jason Reichard, Engineer  
Andy Miller, Solicitor  
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. Missimer made a motion to approve the March 24<sup>th</sup>, 2021 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—4.3” of rainfall was received since last meeting. Water usage is down slightly from last month.
4. **CONNECTIONS REPORT**—2 new connections (The Paddock)
5. **VISITORS**—Mrs. Price mentioned that Borough staff will take part in a training seminar on MS-4 permitting & responsibilities. She wanted to invite Municipal Authority staff to attend also. It will be done in-house sometime in August or September and should only last about an hour. Board members thought it would be helpful for RLMA staff to take part in the seminar too. Mrs. Price will email the invitation to Keith closer to time.
6. **WATER AND SEWER—OLD BUSINESS**
  - **Solicitor's Report**—Andy reported the following:
    - **DYWA Bulk Sales Agreement**—Andy distributed two separate versions of redline drafts to the Board for their review. The first draft dated 4/12/21, are the comments he received from Dallastown-Yoe; the second draft are his responses to DYWA's comments in that 4/12/21 draft. The footnote on Page 1, DYWA asked for the option to request additional water, should they need it to fit their consumption needs. In Section 1.2.1 of the existing contract, there are elevations for the Park Street tank, but because Dallastown is replacing that tank, they've asked for a provision that would require the parties to reset those tank elevations after the Park Street tank is installed. Andy said Section 1.2.1 allows for an elevation to be set for the Denton Drive tank, as well as the Park Street tank, but RLMA only maintains the elevation for Park Street. Dallastown's Solicitor responded that Denton Street was included in error. Andy provided his changes to address the additional water request in the redline copy, but he suggested RLMA put a cap on the amount. It was also added that DYWA has the option of increasing their consumption amount all at once or incrementally.

The Board discussed the large residential neighborhood currently being built off Chapel Church Road which will add approx. 456 homes to Dallastown-Yoe's system (and ultimately Red Lion's system). Are there any large potential commercial customers coming into the area & onto DYWA's system? The Board nor staff is aware of any at this time, but the Board was questioning the 500,000-gallon bump in DYWA's proposed consumption rate. As long as Red Lion can meet that larger consumption, Board members are more than happy to sell Dallastown more water. The new Water Treatment Plant was designed for 4million gallons/day, but Keith

said he wants to confirm with the WTP Supervisor that nothing has to be upgraded should Dallastown-Yoe's water allocation permit be increased. Currently, Dallastown is allocated for 1.3millions gallons/day, but their usage is approx. 760,000-770,000 gallons/day. He doesn't foresee them using that much more water. Andy explained **he** had inserted "500,000 gallons" into the draft agreement because he didn't want to leave it open-ended. Dallastown didn't provide a number or amount that they were requesting.

Mr. Klinedinst asked if DYWA has a plan or outline of upcoming connections to the water system. Keith is unsure of that, but it can be asked at the July joint meeting between RLMA & DLWA. Andy said a provision can be added to the agreement that Dallastown either provide an annual report of their new & proposed connections or that they provide the Authority advance notice of proposed connections to the system.

As stated above, the current WTP was designed for 4million gallons/day, but Red Lion is only permitted for 3.5, so Keith wants to confirm DYWA's proposed increase will allow for Red Lion & Windsor's usage as well.

Mr. Missimer believes there should a usage cap, while letting Dallastown know RLMA will consider larger amounts unless it causes Red Lion to spend significant amounts of money to enlarge the WTP, etc. If a larger increase is needed, the Board just wants advance notice, but is willing to work with DYWA.

The Board suggested the agreement read "up to 400,000 gallons per day, but that additional amounts will be reasonably considered." The provision discussed above concerning DYWA's connections & proposed connections will also be added to the agreement.

Andy will have another draft prepared for the May RLMA Meeting and by the July Joint Meeting with DYWA, the final agreement can be approved & signed by both parties.

Should Red Lion's allocation permit need to be upgraded, Keith said DEP would need to review & approve it by changing the intake amounts of Beaver Creek & Green Branch, but it can be done, if necessary.

- **Engineer's Report**—Jason reported the following:
  - **Springvale Road Water Main Extension**—Barrasso Exacavating has installed all the 8" main, along with the valves & fire hydrants that were proposed. The 6" line is also in and Keith & Jeff had completed the chlorine test on it today. This week, dechlorination of the pipe will take place, along with testing. Once a "non-detect" is received from the testing, water services will be installed.  
RLMA staff is pleased with Barrasso's work. Barrasso has completed a total value of \$205,747 worth of work that includes the 8" main installation, gate valves, stone backfill & temporary paving. Jason received an Application for Payment in the amount of \$185,172.30 which he & staff concur with. Retainage of 10% of the contract value (\$421,000) will be held.  
Mr. Missimer made a motion to approve the Application for Payment in the amount of \$185,172.30; Mr. Henshaw seconded. All were in favor; motion carried.
  - **Railroad Lane Sanitary Sewer Manhole Replacement**—the week of April 11<sup>th</sup>, some minor survey work was done to create a site plan showing where the manholes are located, along with connection details. Jason estimates the project will be in the range of \$50,000-\$60,000 which will include some paving restoration. Some more discussion is needed with RLMA staff, but Jason believes authorization to bid will be prepared by the May RLMA meeting for a June bid award.

- **Superintendent's Report**—Keith reported the following:
  - May 12<sup>th</sup>—shut offs for delinquent bills (not April 14<sup>th</sup>, as previously reported)
  - Flushing was completed on April 20<sup>th</sup>, 2021
  - Prices are currently being gathered on the Pretreatment Basin repairs.
  - Edgewood Tank future—Keith sent a proposal to Board members for their review. Mr. Missimer said the scope of work outlined in the proposal was satisfactory, but he suggested getting references from other companies who have worked with this contractor.  
Mr. Klinedinst made a motion to proceed with the engineering evaluation of Edgewood Tank; Mr. Missimer seconded. All were in favor; motion carried.
  - Risk & Resiliency with appendixes & Emergency Response Plan—the Board has reviewed these documents & Mr. Missimer had corrected the items stemming from their review. He has also included a flow diagram showing Red Lion's system, Windsor's system & Dallastown-Yoe's system, pumping stations, etc.  
Mr. Missimer made a motion to authorize Keith to notify EPA in writing, using appropriate EPA forms that Red Lion Municipal Authority has completed this document as required by the American Water Infrastructure Act; Mr. Minnich seconded. All were in favor; motion carried.  
The Emergency Response Plan needs to be completed 6 months after the Risk & Resiliency document is filed. Mr. Missimer stated the ERP is 95% complete to date.
  - Princeton Hydro proposal for weed control was just received tonight. Keith forwarded to Mr. Missimer & Brad Sprenkle at the WTP for their review.  
Keith said Hanover used this product and they have a comparable water system to Red Lion so Keith will contact them for their opinion/feedback. He will forward Princeton Hydro's proposal to the rest of the Board tomorrow.
  - Municipal Office/Maintenance Office cleaning—Crystal's current rate for the Municipal Offices is \$295/week and she has requested an increase to \$320/week. Keith asked her about the possibility of cleaning the Maintenance Offices too, but only 2 times/month. She requested \$80 each time she cleans the Maintenance Offices, but that would not begin until September.  
Mr. Henshaw made a motion to authorize Crystal's pay increase to \$320/week (4X/month) & additional cleaning of the Maintenance Offices at \$80 (2X/month); Mr. Missimer seconded. All were in favor; motion carried.  
Crystal will no longer be considered an RLMA employee; she will receive a 1099 form each year for tax purposes.

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

- Rexroth Equities plan—signatures are needed again because the time limit to have it recorded had expired on the previously signed plan. Board members agreed to sign again.
- Removal of the old Alum tank—Jeff Beard said the old poly tank, previously used to store alum is housed in a building outside the 1988 Filter Plant. The tank was taken out of service in 2015 when the new WTP went online. DEP knows the tank is out of service, but it's up for it's 5-year renewal which is still necessary. Jeff obtained two quotes for removal, which requires certification from the State.  
Keystone Petroleum quoted \$5,400; Weaver Consultants quoted \$7,010.  
Keystone had completed the gas tank removal at the fuel island and RLMA staff was happy with their work.  
If the tank isn't removed, registration & inspection would need to be done (currently due, then every 5 years after). Registration costs \$125/year + inspection costs on top of that.  
Mr. Missimer made a motion to move forward with Keystone Petroleum for the tank removal; Mr. Minnich seconded. All were in favor; motion carried.

- June 9<sup>th</sup> @ 6pm-7pm—DYWA will offer a tour of their new water tank at Park Street. An invitation will also be extended to former Authority Chairman Eric Immel. Mrs. Price stated Connie Stokes had also invited Borough Council members to the tour.
- Mikayla Regan, the part-time employee who was hired at the Filter Plant had been offered a full-time position that will be vacated by Jimmy Girona as of May 14<sup>th</sup>. Mikayla accepted the full-time 2nd-shift position to begin the last week of May when her classes at Thaddeus Stevens end. In September, when classes resume, her last class is at 2pm, which won't interfere with starting work at 3pm. Brad Sprenkle has reached out to Mikayla's professor at Thaddeus in hopes of finding someone to fill the part-time/weekend position vacated by Mikayla.
- Street Fair—does the Board want to participate in the Street Fair or rather hold an Open House at the Water Treatment Plant during Watershed weekend in September? Board members would like to conduct an Open House at the Plant the Saturday of Watershed weekend. This can be advertised in customer's water bills, on the website & also in the Borough's Fall Newsletter.
- Mr. Missimer asked if RLMA is a member of Red Lion Ambulance Association? Keith said they are not, but Mr. Missimer suggested joining under the "small employer" option to include all municipal staff including those at the Filter Plant. Keith will review the options & report back in May.
- Kelly Henshaw reported he had his first session of training today. He asked if Keith is allowed to spend a certain amount of money without Board approval. Keith is unsure but said the only time Eric Immel had asked that he obtain approval first was when the filter plant pump went down & it was imperative that a new one be purchased. That cost was \$14,000. Andy said he's currently working on a Resolution with guidelines authorizing the Controller or Manager to write checks between meetings.
- Jeff Beard reported on a situation that occurred at the time the Bellevue development was built in the late-1980's. The Enfield's, an elderly couple who live in York Township (Franklin Street area, at the Borough line) came to the office requesting to be connected to public sewer. At the time the Bellevue development was built, Mr. Enfield said he resolved a stormwater issue from the overdevelopment of that area by allowing Red Lion Borough to run a drainpipe down the middle of his property. Mr. Enfield said he agreed to the Borough running this line then, but it has ruined his lot & he now has nowhere to put his septic system which he now needs.  
 He said it was a "handshake agreement" between himself, Ray Arnold & Ed Henshaw that he could connect to Red Lion's sewer system, if needed. Jeff said when the sewer main was installed for the Bellevue development (on the border of Red Lion Borough) there was a tap installed for Enfield's property. The sewer line is on York Township's side where there are no other laterals. Jason researched his records from back then & also found that the lateral is listed for 420 S. Franklin Street, along with the elevation of Enfield's basement.  
 Along with the agreement that Enfield's could connect to Red Lion's sewer system when necessary, it was stated he wouldn't need to pay a connection fee, nor ever pay a sewer bill. Neither Ray Arnold & Ed Henshaw are living anymore & there is nothing in writing about their agreement with Mr. Enfield, but he didn't have a need for public sewer previously, so he didn't come forward. Dan Shaw researched years' worth of Meeting Minutes & found no mention of this agreement or stormwater issue either. Today, should there be a situation like this, it would either be recorded on a deed or there would be an easement or right-of-way granted & recorded. Mr. Enfield agreed that nothing was put in writing, but he wants the Borough to dig out the drainpipe if they're not going to allow him to connect to sewer. Mr. Missimer suggested creating an agreement with the Enfield's that would include an easement and allow them to connect to public sewer (as the current property owner) without

paying a sewer tapping fee, but the next property owner would be treated as any other existing customer. The Enfield's property has a well and in order to connect them to public water, a main extension would need to be done. Mr. Missimer suggested billing that property a flat fee once it changes hands. What complicates this situation more is that the property is in York Township, but Andy said as long as the flows aren't going to the township & there's no cross-connection to their system he doesn't think they'd need to be involved. Of note, there are approx. 20 properties with septic systems inside the Borough & a few years ago, the Authority offered them the opportunity to connect to public sewer without paying the soon-to-be increasing tapping fee.

Mrs. Price is asking for more time for the Borough to research this situation & Jeff offered to meet Borough staff at Enfield's property for discussion too. More info to follow.

- Keith showed Board members an embroidered "Red Lion Municipal Authority" blanket which was the item selected as the employees' safety award gift.
8. **Approval of bills & statements**—Mr. Henshaw made a motion to pay the bills & statements; Mr. Minnich seconded. All were in favor; motion carried.
  9. **Adjournment**—With no further business before the Board, Mr. Henshaw made a motion to adjourn the meeting @ 8:09pm. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary