

Bethel Township Municipal Authority
Meeting Minutes
January 4, 2017

The meeting was called to order by Secretary Erin Kreitzer at 7:02 p.m. followed by the Pledge of Allegiance.

In attendance were Harold Gruber, David Younker, Kevin Stupp, Robert Lingle and Carl Kauffman (late). Also in attendance were Solicitor Elizabeth Magovern, Engineer Jim McCarthy and Secretary Erin Kreitzer.

Reorganization-David Younker nominated Harold Gruber for Chairman. Kevin Stupp seconded the motion, all agreed and the motion was passed. Harold Gruber nominated David Younker for Vice Chairman. Robert Lingle seconded the motion, all agreed and the motion was passed. Robert Lingle nominated Kevin Stupp for Treasurer. David Younker seconded the motion, all agreed and the motion was passed. Kevin Stupp nominated Robert Lingle for Assistant Treasurer. David Younker seconded the motion, all agreed and the motion was passed. David Younker made a motion to nominate Erin Kreitzer for Secretary. Kevin Stupp seconded the motion, all agreed and the motion was passed. Kevin Stupp made a motion to nominate Carl Kauffman for Assistant Secretary. Robert Lingle seconded the motion, all agreed and the motion was passed. A motion was made by David Younker to approve resolutions 2017-01 through 2017-06. The motion was seconded by Robert Lingle, all agreed and the motion was passed.

The roll call was taken.

Public Comment on Agenda Only –Lehmas Moyer addressed the Board on having an emergency number on our phone message for any emergency issues. It was agreed to have Mike Kreiser’s cell number and Lehmas Moyer’s cell number listed so that help would be available. Lehmas also asked the Board if he and Randy Haag were given permission to fix the broken pipes at 9674 Old 22 (Deborah Cornelius). A motion was made by David Younker to fix the broken pipes with a flush top cap and cast iron cover plate. The motion was seconded by Robert Lingle, all agreed and the motion was passed. It was also discussed that Lehmas will check into purchasing some cast iron cover plates so that we have them on hand when we need them as well as for him to make a maintenance list/wish list of some parts he should keep on hand for when things break down. Lehmas Moyer also stressed to the Board the importance of communication to keep the business running smoothly. Lehmas informed the Board that the motor/gearbox at the Frystown Plant is leaking oil and needs to be pulled apart and repaired. He said they are currently using one at the Bethel Plant that is not being used while we repair the Frystown unit. It was discussed that down the road we should have a spare for when this happens in the future.

Approval of minutes-

A motion was made by Robert Lingle to approve the minutes of the December 14, 2016 meeting. The motion was seconded by David Younker, all agreed and the motion was passed.

Member Report-

David Younker-Nothing at this time
Carl Kauffman- Nothing at this time
Robert Lingle-Nothing at this time
Harold Gruber-Nothing at this time
Kevin Stupp –Kevin Stupp reported that the DMR report for November indicated no problems of significance at either treatment plant.

Solicitor Report-

Solicitor Magovern stated all items will be covered on the agenda.

Engineer Report-

Kevin Stupp made a motion that we authorize McCarthy Engineering to create the 2016 Chapter 94 Reports. The motion was seconded by Robert Lingle, all agreed and the motion was passed. Kevin Stupp made a motion that we send out the proposed letter to Sunny Lea Parochial School indicating that we will accept their waste. The motion was seconded by Robert Lingle, all agreed and the motion was passed.

BTMA Meeting – January 2017 Report

The Bethel Township Municipal Authority Engineer activity for the month is as follows:

1. Vesper Development
 - McCarthy coordinated with the developer and Authority Solicitor on finalizing the Sewer Capacity Reservation Agreement.
 - McCarthy corresponded with HRG regarding providing a cost estimate for setting up the Developer's Agreement, and are waiting on that document for review.
2. Dieffenbach Kettle Chips – 51 Host Road
 - McCarthy corresponded with the Solicitor regarding creating the necessary agreement for sewer connection. The applicant needs to clarify how many EDU's are requested for Phase 1 prior to finalizing the agreement.
 - Metering options for the proposed building should be discussed by the Authority. Since this is a process driven business with varying demand and production their flows can vary. The Authority may want to require the installation of a flow meter and bill them on a monthly usage basis.
3. DCED Grant
 - McCarthy has been in contact with the DCED and working to provide additional requested information. We are awaiting any notification concerning whether the grant has been awarded.
4. NPDES Permit
 - McCarthy is waiting on sampling results from the Bethel Wastewater Treatment Plant to complete the necessary paperwork for the renewal.
5. Chapter 94 Report
 - McCarthy is requesting formal authorization from the Board to begin compiling the 2016 Chapter 94 Reports.

6. Sunny Lea Parochial School – 149 Short Road, Lebanon

- The Sunny Lea Parochial School has requested a letter stating that the Municipal Authority Wastewater Treatment Plant has capacity to accept 3,000 gallons per year of domestic sewage flows from privies on their property. Due to the limited amount of sewage flow requested to be accepted, there are no anticipated concerns.
- McCarthy has drafted a letter permitting the hauled-in waste that the chairman of the Board will need to sign.

Unfinished Business

8490 Lancaster Avenue (Michael & Katrina Oberholtzer)-Erin Kreitzer informed the Board that we have received the signed sewer capacity agreement from the Oberholtzers as well as the \$7,500.00 tap in fee and \$25.00 permit fee.

Door Remotes-Kevin Stupp had a discussion with Randall Haag after last month's meeting regarding this matter and it was decided we will hold off on purchasing these remotes.

Delinquent Accounts-Kevin Stupp informed the Board that our solicitor's office is currently working on getting these liens filed.

Vesper-Solicitor Magovern informed the Board that we don't have a signed agreement from them, however, a motion was made by Kevin Stupp to have Harold Gruber sign the sewer capacity agreement conditional upon Vesper signing the agreement 60 days from today's date 1/4/17 or the contract will become null and void. The motion was seconded by David Younker, all agreed and the motion was passed.

Prologis-Solicitor Magovern informed the Board that she has contacted Prologis' attorney but hasn't heard anything back from them.

New Business

PMAA Annual Membership Dues-Erin Kreitzer informed the Board that we received our annual membership dues from the PMAA. It was decided that we will not be continuing our membership with the PMAA to save on funds.

Dieffenbach Update and Phase 2 Metering/Billing-It was decided that they would need to install flow meters, and BTMA would bill them user fees on the number of EDU's purchased. If they go over this flow for one quarter BTMA would send them a quarterly surcharge bill for overage. If the overage continues, BTMA would require them to purchase additional EDU's to cover overage flows.

Emergency Number on Invoices-This topic was discussed under public comment.

Executive Session (Personnel)-A private meeting was held to discuss personnel matters. The meeting was called back to order by Harold Gruber and Kevin Stupp made a motion to increase the pay rates of Erin Kreitzer, Lehmas Moyer and Randall Haag by 40 cents due to excellent performance. The motion was seconded by David Younker, all agreed and the motion was passed.

Payment of bills-

Kevin Stupp made a motion that we accept the report, pay current bills, and any future bills due before the next meeting. Robert Lingle seconded the motion, all agreed

and the motion was passed.

Adjournment-

Robert Lingle made a motion to adjourn the meeting. Carl Kauffman seconded the motion, all agreed and the motion was passed. The meeting adjourned at 8:09 pm.

Respectfully submitted,

Erin Kreitzer