

Bethel Township Municipal Authority  
Meeting Minutes  
January 3, 2018

The meeting was called to order by Secretary Erin Kreitzer at 7:00 p.m. followed by the Pledge of Allegiance. The roll call was taken.

In attendance were Harold Gruber, David Younker, Kevin Stupp, Robert Lingle and John High. Also in attendance were Solicitor Elizabeth Magovern, Engineer Jim McCarthy and Secretary Erin Kreitzer.

Reorganization-Kevin Stupp nominated Harold Gruber for Chairman. David Younker 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. David Younker nominated Kevin Stupp for Treasurer. John High seconded the motion, all agreed and the motion was passed. Kevin Stupp nominated Robert Lingle for Assistant Treasurer. The motion was seconded by David Younker, all agreed and the motion was passed. Kevin Stupp nominated Erin Kreitzer for Secretary. John High seconded the motion, all agreed and the motion was passed. David Younker nominated John High for Assistant Secretary. The motion was seconded by Robert Lingle, all agreed and the motion was passed. A motion was made by Harold Gruber to accept resolutions 2018-01 to 2018-06. The motion was seconded by Robert Lingle, all agreed and the motion was passed.

Public Comment on Agenda Only –None

Approval of minutes -

A motion was made by David Younker to approve the minutes of the December 13, 2017 meeting. The motion was seconded by Kevin Stupp, all agreed and the motion was passed.

Member Report -

David Younker – Nothing at this time.

John High – 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 indicated no problems of significance at either treatment plant. Kevin also informed the Board we had received an email from Mike Kreiser asking who had installed heat trace on the waste and return line of the clarifiers. We will need to check on this.

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

## Engineer Report -

A motion was made by Robert Lingle to authorize Harold Gruber to sign the application for authorization for the authority to apply for a highway occupancy permit for Mr. John Brown (2071 Camp Swatara Road). The motion was seconded by Kevin Stupp, all agreed and the motion was passed. A copy of the sanitary sewer connection agreement was given to Mr. Brown. Mr. Brown will get this document back to us after his review and the Board can sign this at the next meeting. This document has been reviewed by Jim McCarthy.

### **BTMA Meeting – January 2018 Report**

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

#### **1. Vesper Development**

- All sewer installation along Camp Swatara Road is complete.
- All testing on Camp Swatara Road is complete.
- “Punch List” items remain for restoration of landscaping for the property at 2060 Camp Swatara Road.
- McCarthy has reviewed submittals for grinder pumps and meter vault for Central Logistics Park building connections.
- The property at 2071 Camp Swatara Road has submitted a plan for the connection of property via gravity. McCarthy has reviewed the revised plan and recommends that the Authority approve the plan and sign the Applicants Authorization for Agent to Apply for Highway Occupancy Permit form.
- McCarthy has reviewed the Industrial Wastes Questionnaire information provided by SSM Group, Inc. and found the discharge to be acceptable for treatment at the Frystown WWTP.

#### **2. 2017 Chapter 94 Reports**

- a. McCarthy is working on the 2017 Chapter 94 Reports and will have draft reports available for Authority review in advance of the February meeting.

## Plant Maintenance-

Lehmas Moyer informed the Board that he’s had a couple of frozen units at the plants but they have been taken care of. He also told the Board we will be getting the pressure washer that was voted upon at the last meeting in January. He also informed the Board we did not order the manhole cover lift that was voted upon at the last meeting because Robert Lingle can make one for the Authority at a cheaper cost. Solicitor Magovern stated he cannot make one to exceed costs of \$499.00. A motion was made by Kevin Stupp to rescind the motion from the December 13, 2017 meeting to purchase this manhole cover and instead have Robert Lingle make the cover, not to exceed \$499.00. The motion was seconded by John High, all agreed and the motion was passed.

## Unfinished Business

Hauled Out Waste-It was decided at December's meeting we will wait 3-6 months to see if any of our costs go down with not having any hauled in waste coming in before we discuss this again.

Manhole Cover Lift-This topic was covered under plant maintenance.

Hower Landscaping-Erin Kreitzer informed the Board we have a new rate schedule for the upcoming 2018 mowing season. Also we will have Lehmas Moyer contact Leroy Hower with how many times he will need to mow and areas that need to be mowed.

## New Business

Hauled In Waste-Daryn and Marlin Nolt from Septic Solutions attended the meeting to discuss the Authority continuing their hauled in waste program. The haulers have until January 15, 2018 until this program ends. Kevin Stupp informed them the Board is holding to this date and these gentlemen would like to put together a proposal to bring to the Board on trying to balance out hauled in waste versus hauled out waste. They will present this proposal at the next meeting.

John Brown-This topic was covered under engineer's report.

Credit Card Form-Randy-Erin Kreitzer informed the Board that she got the papers needed to add Randall Haag to the credit card account from First Citizens Bank. However, we need a motion to go along with the filled out form which needs to be signed by two authorized members. A motion was made by Robert Lingle to add Randall Haag to our credit card account. The motion was seconded by Kevin Stupp, all agreed and the motion was passed.

Escrow Papers-DPIF PA 1, LLC-Erin Kreitzer informed the Board she needed Harold Gruber, Robert Lingle and Kevin Stupp's signatures on paperwork to open the escrow account as well as copies of their licenses.

Envirep-Pump Station Service Agreement-A motion was made by Kevin Stupp to accept the proposal from Envirep to service our four stations for a price of \$3,580.00. The motion was seconded by John High, all agreed and the motion was passed.

Ethics Forms-Erin Kreitzer informed the Board that they need to fill out their ethics forms and get them back to her as soon as they can.

Executive Session Personnel-An executive session was called to discuss personnel. The meeting was called back to order and it was decided by the Board that due to outstanding performances Lehmas Moyer's pay rate will be increased to \$18.00, Randall Haag's pay rate will be increased to \$17.10 and Erin Kreitzer was given a promotion to Business Manager and a pay rate increase to \$15.80.

## Payment of Bills -

Kevin reported that we sent a check to BCIDA for \$24,000.00 and that the new budget has been entered. Kevin Stupp made a motion that we accept the report, pay current bills, and any future bills due before the next meeting. John High seconded the motion, all agreed and the motion was passed.

## Adjournment-

Robert Lingle made a motion to adjourn the meeting. Kevin Stupp seconded the motion, all agreed and the motion was passed. The meeting adjourned at 8:36 pm.

Respectfully submitted,

Erin Kreitzer