

Bethel Township Municipal Authority
Meeting Minutes
December 5, 2018

The meeting was called to order by Chairman Harold Gruber at 7:14 p.m. followed by the Pledge of Allegiance. The roll call was taken.

In attendance were Harold Gruber, David Younker, John High, and Kevin Stupp (late). Robert Lingle was absent. Also in attendance were Solicitor Elizabeth Magovern, Engineer Jeremy Brumbach and Secretary Erin Kreitzer.

Public Comment on Agenda Only –None

Approval of minutes -

A motion was made by David Younker to approve the minutes of the November 7, 2018 meeting. The motion was seconded by Harold Gruber, all agreed and the motion was passed.

Member Report -

David Younker – Nothing at this time.
John High – Nothing at this time.
Robert Lingle –Absent.
Harold Gruber –Nothing at this time.
Kevin Stupp –Late.

Business Manager Report-

Erin Kreitzer informed the Board that she has been having some issues with First Citizens website and since she isn't authorized to have access to the accounts, she would like the Board to make a motion so she can have authorization. A motion was made by David Younker authorizing Erin Kreitzer to have access to our First Citizen accounts. The motion was seconded by John High, all agreed and the motion was passed. Erin will make sure to get all the paperwork filled out with First Citizens to grant this authorization. Erin also informed the Board that she had received a planning module from RAR2-Bethel that needs to be filled out and signed. Engineer Brumbach will take this module along with him and review what needs to be done. Erin also informed the Board that we received a letter via email regarding 81 Daub Road for a request for service. This letter was forwarded to Jim McCarthy, Jeremy Brumbach and Elizabeth Magovern. Engineer Brumbach stated that Engineer McCarthy has reached out to them and asked them to provide more information and that he hasn't heard back from them.

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

Engineer Report –

A motion was made by Kevin Stupp to authorize our solicitor's office to draft an amendment to our rules and regulations for non-residential users with greater than 3 EDU's and the requirement for water meters to be installed where sewage flow meters are not applicable. The motion was seconded by John High, all agreed and the motion

was passed. Solicitor Magovern informed the Board that she spoke to Steve Buck, Gary Silvi's attorney and that Mr. Silvi will be seal coating Mr. Martin's driveway in the Spring.

BTMA Meeting – December 2018 Report

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

1. Vesper Development
 - a. The manhole was raised and portions of the south end of property at 2060 were regraded and stabilized with erosion matting.

2. Dieffenbach's NOV
 - a. McCarthy issued an NOV on October 26th to Dieffenbach's Kettle Chips for an illicit discharge of wastewater containing a high concentration of fats, oils, and grease.
 - b. McCarthy, Select Environmental, and BTMA representatives met on site at Dieffenbach's on November 13th to view their processes and discuss the illicit discharge incident. Dieffenbach's will be installing further grease separators on their frying evaporator lines as well as processes to reduce suspended solids from their potato cleaning/peeling process.
 - c. Dieffenbach's has contacted True Test laboratory and will be performing sampling on an ongoing and indefinite basis.
 - d. It was discovered that their flow meter did not have power provided to it nor was the display installed in the pump station cabinet. Dieffenbach's was notified that this was a violation of their agreement with the Authority and that the problem needed to be remedied ASAP. McCarthy met with Hoover Building on November 28th who will be making the corrections to the meter.

3. Berks Parks 78 Sewer Flows
 - a. The existing flow meter is an Endress and Hauser Promag 50 magnetic flow meter with a totalizer.
 - b. The budgetary cost estimate of \$3,000 was provided from WG Malden to purchase and install a flow logger for reading instantaneous flows.

4. Meters for Non-Residential Customers
 - a. Costs for remote read Neptune water meters is \$250 (5/8" connection) to \$6,000 (6" connection). Prices for installation of meters is typically \$125.00
 - b. McCarthy recommends amending the Rules and Regulations to clarify the definition of a "large" consumer to be those non-residential users greater than or equal to 3 EDUs, and to provide a requirement for water meters to be installed where sewage flow meters are not applicable.

Plant Maintenance-

Randall Haag reported that the power at Old 22 has gone off twice and when this happens the grinder pump overheats and shuts down. He changed oil filters on the grinder pumps and ordered filters for the next time he has to change them. He cleaned excess grease off of the blowers at Bethel. He met with Dieffenbach's. New brushes were ordered and came in for the auger; however, he won't be putting the new ones on until the grease problem is resolved. Randy also reported that he and Ed replaced some lights in the pump room and that he needs to order 3-4 ballasts and another box of tubes. Randy also informed the Board he would like to purchase a 12 foot ladder as he had to borrow one to change these lights. He informed the Board that he checked at ACE Hardware and

they would have one for around \$200.00. David Younker made a motion that Randy purchase the 12 foot ladder and any light bulbs and ballasts that he may need but that he should compare prices with Paul B. Zimmerman and Ace Hardware to see which is the best price. Harold seconded the motion, all agreed and the motion was passed. Randy also asked the Board if he should get our fuel oil at Bethel and Frystown filled up for the Winter. The board said he should get them filled up. Randall also informed the Board that he got a quote for a filter casing assembly from JWC Environmental for \$727.08. He stated that the casing was so tight and according to the manual for this you are to hand tighten it hasn't been in the past. It is fine now and not leaking oil, so we will hold off on this expense unless something goes wrong with it.

Unfinished Business

Henry Martin Update-This topic was discussed under the engineer's report.

Dieffenbach's/Dermody-Solicitor Magovern informed the Board that she had received an email from Dermody that they were requesting reimbursement per their sewer reimbursement agreement. Upon examination of the situation an error was found and there was a miscalculation and Dieffenbach's owed us \$504.56 for EDU's which they have paid to us. We then sent out a check to Dermody (DPIF PA1, LLC.) for \$5,092.56.

West Run Plans-Erin Kreitzer informed the Board that West Run's plans need to be signed by the Board. A motion was made to approve and sign the plans conditional upon Engineer Brumbach review and approval of the plans. The motion was seconded by John High, all agreed and the motion was passed.

New Business

Meeting Dates for 2019-A motion was made by David Younker to accept the proposed 2019 meeting dates for the Authority and to have the township advertise them with the exception of changing the December date to the second Wednesday of the month (December 11). The motion was seconded by John High, all agreed and the motion was passed.

Executive Session-An executive session was called to order by Harold Gruber. The meeting was called back to order by Harold Gruber. A motion was made Harold Gruber to pay Ed DeMille \$18.50 per hour as December 1, 2018. The motion was seconded by John High. The motion was then rescinded by Kevin Stupp and seconded by David Younker, all agreed and the motion was rescinded. A motion was made by John High to ratify the hiring of Ed DeMille at \$18.50 per hour effective 11/8/18 and we will include in this motion an increase to Randy Haag's pay rate to \$18.50 effective December 1, 2018. The motion was seconded by Harold Gruber, all agreed and the motion was passed.

2019 Budget-Kevin Stupp informed the Board that he has the 2019 budget ready for approval and will get this budget emailed to all the Board members for approval. Kevin Stupp made a motion to approve the 2019 budget upon review from all the Board members. The motion was seconded by David Younker, all agreed and the motion was passed.

PMAA Membership- A motion was made by Kevin Stupp to discontinue our membership in the Pennsylvania Municipal Authorities Association for 2019. The

motion was seconded by John High, all agreed and the motion was passed.

Payment of Bills

John High made a motion that we accept the report, pay current bills, and any future bills due before the next meeting. The motion was seconded by David Younker, all agreed and the motion was passed.

Adjournment

Kevin Stupp made a motion to adjourn the meeting. John High seconded the motion, all agreed and the motion was passed. The meeting adjourned at 8:51 pm.

Respectfully submitted,

Erin Kreitzer