The meeting was called to order by Chairman Harold Gruber at 7:04 p.m. followed by the Pledge of Allegiance. The roll call was taken.

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

**Public Comment on Agenda Only** – None

**Approval of minutes** -
A motion was made by Kevin Stupp to approve the minutes of the November, 2019 meeting. The motion was seconded by David Younker, 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 – Nothing at this time.

**Business Manager Report** -
Erin informed the Board that she received and email from Mike Kreiser that he feels we should for sure save 25% on chemicals with Process Masters. Process Masters feels there could even be a 50% savings. Soda ash will be $5.00 cheaper per bag and no delivery charge. The PAC price is $6.86 per gallon compared to $3 per pound then Main Pool. Also we have had many issues with Main Pool with clogging lines and violations. Also Process Masters takes care of all pumps, tanks, and tubing which will save money. Also at the last meeting it was brought up that since Horning’s is adding their addition do we need to look into an EDU increase. Erin informed the Board that in 2012 we increased from 6 to 8 EDU’s so it was decided this should be covered. Erin also informed the Board that Suzanne Wichert at 428 Frystown Road is refinancing her house and she should be paid in full by the end of the year and liens should be satisfied. Erin also informed the Board that she received Kevin Stupp’s written resignation and that the Board of Supervisors has approved it. We will need to discuss at next month’s meeting having a new signer put on at the bank as well as bond changes and so forth once we find out who will be coming on to the Board.

**Solicitor Report** – Solicitor Mayfield stated all items that need to be covered are on the agenda.

**Engineer Report** –
A motion was made by Kevin Stupp to authorize McCarthy Engineering to
prepare the 2019 Chapter 94 reports. The motion was seconded by David Youker, all agreed and the motion was passed.

**BTMA Meeting – December 2019 Report**

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

1. **Frystown WWTP Upgrade**
   a. McCarthy has met with Dutchland on-site and are awaiting design information for the proposed treatment plant.

2. **PA Small Water and Sewer**
   a. Grant applications for metering upgrades and pumping stations are due on December 13.
   b. Need signed resolution, ownership letter, and funding match commitment letter.
   c. Previously authorized $100.00 fee is due electronically at time of submission.

3. **2019 Chapter 94 Reports**

**Plant Maintenance**

Randall Haag reported that they changed the filter and air pumps, trimmed tree branches and emptied the raptors. The ballasts at Frystown were replaced as well as the photocells changed. They pressure washed the screens and went over the truck and snow blowers for the Winter. Randy also asked the Board for a small leaf blower to help blow snow off of the catwalks around the plants. David Younker made a motion to have Randy Haag purchase a leaf blower. The motion was seconded by Harold Gruber, all agreed and the motion was passed. Randy also inquired about a heater that is at the plant and he was wondering if he should find someone to fix it. Engineer McCarthy said he will look into a company that may be able to fix it. Randy also inquired as to why there are propane tanks at the plants and we aren’t using propane to heat, we are using electric and he feels it would save money to use propane. The Board asked Randy to check into the costs associated with hooking up to the propane.

**Unfinished Business**

Bashore (21 Legion Drive)-Erin Kreitzer informed the Board that we have entered into a payment plan with 21 Legion Drive. They will be paying $1,519.22 per month in order to have this bill paid off in a year.

**Vesper**-A motion was made by Kevin Stupp to authorize our Solicitor’s office to draft a letter to the property owners on Camp Swatara Road who will need grinder pumps to connect to the Vesper sewer line that they are under a two year period (until August 7, 2021) to take advantage of these grinder pumps if they decide to connect. The motion was seconded by David Younker, all agreed and the motion was passed. A motion was made by Harold Gruber to authorize our Solicitor’s office to draft letters to any property owners on Camp Swatara Road who want to connect to the Vesper sewer line due to a failing system or for any other reason that they can do so. The motion was seconded by Kevin Stupp, all agreed and the motion was passed.

**DCED Grant Resolution**-A motion was made by Kevin Stupp to make a resolution (#2019-08) to request a grant from the Pennsylvania Small Water and Sewer
Program. The motion was seconded by David Younker, all agreed and the motion was passed. A motion was made by David Younker to authorize Chairman Harold Gruber to sign the letters needed to apply for the Small Water and Sewer Grant. The motion was seconded by Kevin Stupp, all agreed and the motion was passed.

New Business

**Bordner (22 Legion Drive)**-Erin Kreitzer informed the Board that the 22 Legion Drive property is under mortgage foreclosure.

**First Citizens (new signature needed for bank documents)**-Erin Kreitzer informed the Board that since Kevin Stupp will resign after December 31, 2019 we will need to have a new bank signer put on with Harold Gruber and Robert Lingle. We will discuss this at the next meeting.

**2020 BTMA meeting schedule approval**-A motion was made by David Younker to approve the 2020 BTMA meeting schedule. The motion was seconded by Harold Gruber, all agreed and the motion was passed.

**McCarthy Engineering 2020 rate schedule**-Erin Kreitzer informed the Board that McCarthy Engineering had submitted a 2020 rate schedule. The new rates were reviewed and approved.

**Executive Session**-An executive session was called by Harold Gruber and the meeting was then reconvened by Harold Gruber with no action taken.

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 as well as to accept the 2020 budget. The motion was seconded by David Younker, all agreed and the motion was passed.

Adjournment

David Younker made a motion to adjourn the meeting. Kevin Stupp seconded, all agreed and the motion was passed. The meeting adjourned at 8:24 pm.

Respectfully submitted,

Erin Kreitzer