

Bethel Township Municipal Authority
Meeting Minutes
November 8, 2022

The meeting was called to order by Chairman, Harold Gruber at 7:00 p.m. followed by the Pledge of Allegiance. The roll call was taken.

In attendance were Harold Gruber, David Younker, John Brown and John High. Also, in attendance were Bill McMullen, Arro Consulting Jason Coyle Arro Water, Solicitor Liz Magovern and Secretary Bobbi Westhafer. Robert Lingle was absent.

Public Comment on Agenda Only –None

An executive session was called by the solicitor due to personnel matters and then the meeting was reconvened.

A motion was made by David Younker to hire Bobbi Westhafer for Office Manager/Secretary at \$22.00/hr. The motion was seconded by John Brown, all members agreed and the motion was passed.

A motion was made by Harold Gruber to apply a 60-day probational period for pay increase review. The motion was seconded by David Younker, all members agreed and the motion was passed.

A motion was made by David Younker to pay all new employees bi-weekly with a week being held. The motion was seconded by John High, all members agreed and the motion was passed.

A motion was made by Harold Gruber to add Bobbi Westhafer to get a signature card after bond is complete. The motion was seconded by John High, all members agreed and the motion was passed.

Approval of minutes - A motion was made by John Brown to approve the minutes of the October 5, 2022 meeting. The motion was seconded by John High, all members agreed and the motion was passed.

Member Report John Brown – Nothing at this time.

David Younker -Nothing at this time.

Harold Gruber – Fire Extinguisher service has been complete at both plants

John High – Nothing at this time.

Business Manager Report - none

Solicitor Report – Solicitor Magovern stated all items will be covered on the agenda. A motion was made by David Younker to adopt Resolution # 2022-08 appointing Bobbi Westhafer as the RTK officer for the Authority. It was seconded by Harold Gruber, all members agreed and the motion was passed.

1. **Engineer Report** – A motion was made by John Brown to currently put the new building on hold. The motion was seconded by John High, all agreed and the motion was passed

Frystown Treatment Facility Upgrade

ARRO personnel continue to be in communications with the Owner's (Flying J) designer (Dutchland, Inc.) and BTMA staff as needed.

The clean water start-up of the facility was conducted and a punch list has been provided to all parties for resolution. To date a final start-up timeline has not been established.

Flying J would like to send a check for \$30,000 to cover the paving of the Frystown plant. Liz will create a maintenance letter for them to have the balance of the paving covered by Flying J. Bill will email the project manager regarding the constructions costs requirements

2. **Land Development Plans**

Note: All Land Development project correspondence will be forwarded to the developer/consultant and the Authority under separate cover.

A. **RLP Martha LLC**

We received an Application for Permit to Connect, Sewage Facilities Planning Module Exemption Request and plans for connection of the project to the existing Berks Park 78 sanitary sewer facilities on Martha Drive. We will review the submission and provide comments to the developer and BTMA under separate cover. BTMA will be discussing this further in the next meeting.

B. **Pet Smart Expansion**

ARRO personnel reviewed plans for the Pet Smart facility expansion and inclusion of a building sewer to the expansion for future connection. Due to the private nature of the facilities and the extension being an extension of the existing building sewer we instructed the consultant to include the review, permitting and inspection of the building sewer extension in their UCC process for the structure. BTMA will be discussing this further in the next meeting

3. General Engineering

- A. Based on discussion following the September Authority meeting a concept plan of the expansion was prepared and provided to the Authority via e-mail.

- B. A notice requiring additional EDU's for a proposed apartment building at 419 Frystown Road (417 in the BTMA system) was forwarded to the owner. A proposal is before Bethel Township to establish an eight-unit apartment building on the parcel. A copy of the correspondence was forwarded to BTMA under separate cover.

- C. Information regarding the need for sewer connection for 9555 Old Route 22 was forwarded to the Bethel Township Zoning Officer in advance of the Zoning Hearing Board scheduled for October 12, 2022.

- D. ARRO provided Steckbeck Engineering information regarding the potential point of connection for a force main to service north of I-78 and east and west of Camp Swatara Road (Bowman and Crossroads parcels). This concept of service area expansion via an Act 537 Plan revision was previously discussed and conceptually approved during a BTMA meeting at which Blue Rock Construction attended.

- E. Historic flows from the Bethel and Frystown treatment facilities as well as Berks Park 78 and Dieffenbach's pump station are being compiled for future comparison and review of flows versus EDU's.

- F. We will compile the information received and prepare a priority list for future investigation regarding the questionnaires that were sent to non-residents.

- G. ARRO will be implementing/establishing a program regarding requirements for non-residential user reporting of wastewater discharge strength and a review of discharge volumes based on items E & F above.

- H. Water meter readings for Versuvio's Pizza will be taken care of by Arro.

Plant Maintenance- Jon placed an order for supplies needed at Frystown and Bethel plants. Jon provided a list of supplies needed and the supplies will be ordered this week.

Motion by David Younker to add Harold Gruber to the payroll for snow removal until new plant employees are hired and to set his rate for snow removal at \$10/hr. not exceeding the limit of \$500 per calendar year. The motion was seconded by John High, three members votes yes, Harold Gruber abstained, and the motion was passed.

Motion by Harold Gruber to add David Younker to the payroll for snow removal until new plant employees are hired and to set his rate for snow removal at \$10/hr. not exceeding the limit of \$500 per calendar year. The motion was seconded by John High, three members votes yes, David Younker abstained, and the motion was passed.

Motion by John High to add John Brown to the payroll for snow removal until new plant employees are hired and to set his rate for snow removal at \$10/hr. not exceeding the limit of \$500 per calendar year. The motion was seconded by David Younker, three members votes yes, John Brown abstained, and the motion was passed.

Motion by Harold Gruber to add John High to the payroll for snow removal until new plant employees are hired and to set his rate for snow removal at \$10/hr. not exceeding the limit of \$500 per calendar year. The motion was seconded by John Brown, three members votes yes, John High abstained and the motion was passed.

Jason from Arro asked if they should start up the snow blowers to make sure they are in good working condition before winter starts. The motion was seconded by John High, all members agreed and the motion was passed

Unfinished Business –
Bethel Plant Expansion-This topic was discussed under the engineer's report.

New Business- None

Payment of Bills-

John Brown 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 John High, all agreed and the motion was passed.

Public Comment –None

Adjournment -David Younker made a motion to adjourn the meeting. The motion was seconded by John Brown, all agreed and the motion was passed.

The meeting adjourned at 8:26 pm.

Respectfully submitted,

Bobbi Westhafer