

Bethel Township Municipal Authority
Meeting Minutes
January 4, 2024

The meeting was called to order by Solicitor Elizabeth Magovern at 7:07 p.m. followed by the Pledge of Allegiance. The roll call was taken.

In attendance were Harold Gruber via Phone, David Younker, John High, Jacob Meyer and John Brown. Also, in attendance were Bill McMullen, Engineer Arro Consulting, Solicitor Elizabeth Magovern and Secretary Bobbi Westhafer.

Members of the public included Judy Apgar

Reorganization-John High made a motion to nominate Jacob Meyer for Chairman. John Brown seconded the motion, all agreed and the motion was passed. John Brown made a motion to nominate John High for Vice Chairman. Harold Gruber seconded the motion, all agreed and the motion was passed. John Brown made a motion to nominate Harold Gruber for Treasurer. John High seconded the motion, Harold Gruber abstained, all agreed and the motion was passed. John Brown made a motion to nominate David Younker for Assistant Treasurer. John High seconded the motion, all agreed and the motion was passed. John High made a motion to nominate Bobbi Westhafer for Secretary. Jacob Meyer seconded the motion, all agreed and the motion was passed. No nomination as Assistant Secretary. A motion was made by John High to accept resolutions 2024-05 (Arro Consulting, Inc.), 2024-03 (Hartman, Valeriano, Magovern and Lutz, PC), 2024-01 (First Citizens Community Bank), 2024-04 (Garcia Garman & Shae, PC.), 2024-02 (Arro Water Services). The motion was seconded by David Younker, all agreed and the motion was passed.

Public Comment on Agenda Only –Leroy from Hower Landscaping would like to give a quote for the 2024 Mowing season. Will be sending the quote via email. The board did advise of some issues they saw last season that they would like to be addressed.

Judy Apgar asked about the mower purchase and thought it was a completed subject. The mower will be under unfinished business until completed.

Approval of minutes - A motion was made by John Brown to approve the minutes of the December 4, 2023 meeting. The motion was seconded by John High, all agreed and the motion was passed.

Member Report John Brown – Nothing at this time.

Jacob Meyer – Nothing at this time

David Younker -Nothing at this time.

Harold Gruber – Hiring Samuel Lapp at the PT/on call employee with a 90-day probation. Motion was made by David Younker. The motion was seconded by John High, all agreed and the motion was passed.

Pay increase discussion after his 90-probation period.

John High – Nothing at this time.

Business Manager Report – Bobbi stated the Ethic forms have been delivered. We also received notice that the Municibid auction concluded and the winning bid came in at \$215.00. Motion to reject the bid of \$215.00 made by John High. Jacob Meyer seconded the motion all agreed and the motion carried.

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

Engineer Report –

1. **Frystown Treatment Facility Upgrade**

A conference call was held with representatives of Flying J and ARRO staff regarding abandonment of their treatment facility and connection to the BTMA force main on Camp Swatara Road. Our review of the connection documents was provided to Neal Pry (Flying J representative) and BTMA previously via e-mail. A response was provided from the Flying J consultant on September 28, 2023 with additional review of the supplemental information being conducted by our office.

Neal Pry indicated he would provide a synopsis of the conference call held on December 21, 2023 via e-mail; however, we have not received such an e-mail. Items discussed during the conference call included, but was not limited to:

- a. Resolution of the punch list items.
 - i. Removal of the E & S Controls, including but not limited to the silt sock.
 - ii. Regrading and reseeding areas that vegetation did not germinate.
 - iii. Installation of the bollard (Mr. Pry indicated this was completed. We have not verified that it has been.)
- b. As a condition of connection to the BTMA force main
 - i. Installation of a water meter on the facility water source.
 - ii. Installation/metering of the sewage flows in the existing sanitary sewer main at a point just upstream of the proposed pump station. Items i and ii are being required as verification of removal of the I & I in the existing on-site sewer piping.
 - iii. Flying J would like to revisit the paving being completed by BTMA and reimbursed by Flying J due to the bidding requirements of BTMA.

2. **Frystown Treatment Facility**

Reference item 1 above.

3. **Bethel Treatment Facility**

ARRO personnel have been in communication with BTMA maintenance personnel and the facility operators regarding high flows at the treatment facility during and following rain events. The operator indicated the high flows are significant and appear to be the result of inflow and infiltration (I & I) into the system. BTMA Maintenance personnel believe that high flows are a result of the Berks Park 78 users. ARRO is reviewing Discharge Monitoring Reports, Operator Entry Data, Pump Station Data and facility equipment to assist with the assessment of the I & I.

We may recommend the installation of rain loggers at a BTMA facility to provide additional rate and duration of rain events.

4. Land Development Plans

RLP Martha LLC

The revised Sewer Capacity Agreement for 16 EDU's and acknowledgement of the PennDOT HOP, prepared by Attorney Magovern's office, was forwarded to the developer's consultant. We are not aware if the document and taping fees have been received.

5. General Engineering

- A. ARRO staff investigated The Gathering Place as a potential source of Fats, Oils, and Grease as requested at the December Authority meeting. The Gathering Place has no grease trap, but they have a limited number of sources of fats, oils, and grease in their kitchen. Their main potential grease source is their flat top griddle, but it is a freestanding griddle located on a center kitchen island that is completely separated from their plumbing system. The Gathering Place claims the grease that is collected by the griddle is disposed of in their trash. ARRO believes that The Gathering Place is not a likely contributor of large amounts of grease to the sewer system.
- B. Operations personnel will be providing a list of operation tools and supplies to the BTMA secretary be ordered for the treatment facility operations.
- C. *We have not received the requested Prologis Non-residential Sanitary Sewer User Questionnaire to assist in determining the allocation of the existing 34 EDU's between the parcels located at 60 Central Boulevard & 100 Fort Motel Drive (formerly known as West Run Lot 1).*

Plant Maintenance- John Brown Supplied the report to the board. Motion was made to allow Martins Appliance to come out and do heater work in the office. The motion was seconded by David Younker, all agreed and the motion carried.

Unfinished Business – Lawn Mower – A motion was made by John High to table the lawn mower to next meeting. The motion was seconded by David Younker, all agreed and the motion carried.

New Business-

Executive Session-An executive session was called by Solicitor Magovern to discuss personnel. The meeting was reconvened and David Younker made a motion to hire Samual Lapp at \$22.50 with a 90-day probation. Jacob Meyer seconded the motion, all agreed and the motion carried. David Younker made a motion to increase Bobbi Westhafer’s salary to \$27.00. The motion was seconded by John High, all agreed and the motion carried. John High made a motion to increase John Brown’s salary to \$26.00. The motion was seconded by Jacob Meyer, all agreed and the motion carried. John Brown made a motion to hire the 5 board members on a as call as needed basis only at \$25.00/hr, all agreed and the motion carried.

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 – Nothing at this time

Adjournment -John Brown made a motion to adjourn the meeting. The motion was seconded by John High, all agreed and the motion was passed. The meeting adjourned at 9:13 pm.

Respectfully submitted,

Bobbi Westhafer

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