

BERN TOWNSHIP MUNICIPAL AUTHORITY

Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

February 22, 2023

ATTENDEES: Chuck Koch, Chairman; Jay Field, Treasurer; Fred Gurman, Asst. Treasurer; Irene Reed, Secretary; Solicitor, Dan Becker, Kozloff Stoudt; Engineer, Darryl Jenkins PE, SSM Group; Bern Township Manager, Brian Potts.

The meeting was called to order by Mr. Koch at 11:00 AM.

AGENDA AMENDMENTS: None.

EXECUTIVE SESSION: None

PUBLIC COMMENT: None

MINUTES OF JANUARY 25, 2023 MEETING MINUTES: Ms. Reed made a motion to approve the monthly minutes of the January 25th, 2023 Meeting. Seconded by Mr. Koch. Motion Carried.

SECRETARY'S REPORT: None.

TREASURER'S REPORT: Mr. Field presented the water bill list for January in the amount of \$44,066.79 consisting of \$28,750.00 to WBWA; \$2,475.85 to Exeter Supply for West Shore Hydrant Parts; and \$7,297.22 to RAWA.

Mr. Field made a motion to pay the February water bills as presented. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Reed. Motion Carried.

Mr. Field presented the sewer bill list for February in the amount of \$25,724.90 consisting of \$3,071.42 to SSM of which \$1,661.51 will be reimbursed by developers; \$8,981.75 to LBA for the quarterly T&T payment; \$5,409.90 to Kozloff Stoudt of which \$27.00 will be reimbursed by developers; and \$3,524.00 to LB Water for chemicals.

Mr. Field made a motion to pay the February sewer bills as presented. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed. Motion Carried.

FINANCE COMMITTEE: A Customers Bank CD came due and earned \$1,001.83 of interest. The principal and interest went to the Sewer Operating account. Mr. Field recommended reinvesting the money in another CD with Tompkins Bank or another high interest account. No specific bank was agreed upon at this time, but Mr. Field will continue to search for banks with higher interest rates.

Mr. Field made a motion to reinvest the \$250,000 in another CD based on Mr. Field's recommendations. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed. Motion Carried.

2022 Audit – Letter of engagement of RKL's audit rates have increased from \$15,500 in 2022 to \$16,500 in 2023.

Ms. Reed made a motion to approve the \$16,500 for RKL's 2023 audit. Seconded by Mr. Koch. Motion Carried.

Bern Township Loan Letter – Mr. Potts presented Bern Township's plans for an addition on the Police Department and renovations of the Bern Township building. Bern Township will be adding a shower and locker room addition to the police area and renovation of the existing police area and upgrading the mechanical systems for the entire building.

The estimated costs of the project is \$1,100,000. The Township will need to get a loan for \$800,000 for the full payment of the project. The loan would be for 20-25 years depending on the payment amount. Mr. Potts inquired if BTMA would consider loaning the Township the \$800,000 for the project as it could be beneficial for both BTMA and the Township. BTMA could possibly gain a higher interest rate on the loaned money than if

investing in a CD or other form. Mr. Potts will continue to meet with different banks to see what other lending institutions are offering and inform Mr. Becker and the BTMA board members for the next meeting.

BTMA and Mr. Becker did not oppose the idea of loaning to Bern Township, but Mr. Becker needs to confirm if the loan from BTMA would be legal. The terms and conditions of the loan will need to be ironed out at a future meeting and a contract drawn up if moving forward with the loan.

PROJECT COMMITTEE: RRAA – Tenant Advisory Committee Report – Mr. Gurman will be attending the next few tenant advisory board meetings. There was nothing new to report.

PERSONNEL: None.

ENGINEER: Hartman South – Mr. Conrad received a phone call from Penn State Health regarding the MOU and MAA. Mr. Becker responded to Penn State Health with an email that specifies that the hospital must dedicate the infrastructure and pump station to BTMA, which BTMA will impose a tapping fee on the third party and BTMA would pay a portion of the tapping fee to Penn State Health. Prior to BTMA taking dedication, BTMA would require Penn State Health to pay a maintenance and operation charge related to the upkeep of that dedicated infrastructure.

Manhole Inspection on County Property – There is no update at this time.

Holy Trinity Church – There is some confusion regarding who would be responsible for any structures such as curbing, sidewalks, and landscapes in the easement areas if repairs or restoration of the sanitary sewer lines would be necessary. Mr. Conrad and Mr. Becker will be meeting to discuss the letter from SSM regarding Holy Trinity Church and the right-of-way. There will be further discussion at a future meeting.

Envirep – Quotes were received for an Impeller for Pump Station 1 and a Rotating Assembly for Pump Station 3, however these parts were discovered in our inventory so BTMA did not need to vote on the quote. An inventory was taken of parts on hand to hopefully prevent this from happening again.

Bern Township – A discussion of Bern Township's EDU's ensued when discussing renovation plans and how many EDU's Bern Township was originally assigned. No official documentation was found as to how many EDU's Bern Township actually purchased. BTMA decided to assign the Township 3 EDU's and not charge any extra for the EDU's in lieu of BTMA receiving rent and other services free of charge.

Mr. Gurman made a motion to assign 3 EDU's to Bern Township at no cost to the Township. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed - Abstained. Motion Carried.

SOLICITOR'S REPORT: LBA Aeration Upgrade – Mr. Becker received a phone call from Atty. Christopher Hartman where Mr. Becker stated BTMA's side on the upgrade being done. Mr. Becker agreed to meet with Mr. Hartman again on March 3rd, 2023 at 10:00am along with Mr. Conrad and Mr. Koch to discuss BTMA's stance to try and resolve this matter.

Miller Agreement – Mr. Becker will make sure Mr. Conrad receives the finished agreement after meeting with the County as it may change the price slightly.

Mr. Koch made a motion to approve the Miller Agreement pricing once the changes are made. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed. Motion Carried.

RRAA – A meeting with RRAA was attended by Mr. Becker, Mr. Conrad and a BTMA office personnel to discuss further asking the RRAA Board to use water usage until the pump station is built due to the flow meter at Arnold not working. BTMA is still awaiting their official response.

OLD BUSINESS: None.

NEW BUSINESS: 2104 Bernville Rd – The owner asked for the reversal of \$91.91 in penalties on this rental property due to not knowing the renter was not paying.

Mr. Koch made a motion to approve the reversal of \$91.91 for 2104 Bernville Rd. Seconded by Ms. Reed.

VOTE: Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed. Motion Carried.

Residential Rentals – Update – The three owners of rental properties were notified that the homeowners will be responsible for any unpaid bills with regards to their rental properties. The rental properties will now have the owner's name on the bill and get a copy of the bill and their tenants may request a copy if the owner permits.

Koch made a motion to adjourn the meeting at 1:06 PM. Seconded by Ms. Reed. Motion Carried.

Respectfully Submitted,

Irene Reed
Secretary