

# BERN TOWNSHIP MUNICIPAL AUTHORITY

Meeting Minutes  
Regular Meeting of Bern Township Municipal Authority  
May 24, 2023

**ATTENDEES:** Chuck Koch, Chairman; Jay Field, Treasurer; Fred Gurman, Asst. Treasurer; Irene Reed, Secretary; Danielle Pappas, Asst. Secretary; Solicitor, Dan Becker, Kozloff Stoudt; Kevin Conrad, Engineer, SSM Group

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

**AGENDA AMENDMENTS:** None.

**EXECUTIVE SESSION:** None

**PUBLIC COMMENT:** Mr. Zettlemoyer of RKL, Inc. presented the 2022 Audit. Both the water and sewer sides are financially sound.

On the water side the operating income was down due to an increase in the WBWA water bill of about 8%. BTMA paid for water radio read meters in the early part of the year, and BTMA purchased more gallons in 2022 but did not bill customers for the usage. This was mostly due to a major leak on Rt. 183.

Mr. Zettlemoyer stated that investing money at this point in time is better than paying off the sewer loan since the loan rate is 2.4% and CD rates are 4 to 5%.

**MINUTES OF APRIL 26, 2023** *Ms. Reed made a motion to approve the monthly minutes of the April 26<sup>th</sup>, 2023 Meeting.* Seconded by Ms. Pappas. Motion Carried.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for May in the amount of \$42,521.61 consisting of \$28,750.00 to WBWA; and \$8,672.11 to RAWA.

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

Mr. Field presented the sewer bill list for May in the amount of \$30,527.56 consisting of \$8,981.75 to the LBA for the quarterly T&T payment; \$2,333.00 to SSM of which \$664.80 will be reimbursed by the Developer; \$2,961.33 to Miller Environmental for 2022 manhole inspection and regular billing; and \$9,292.90 to Kozloff Stoudt of which \$826.50 will be reimbursed by the Developer.

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

**FINANCE COMMITTEE:** Township Loan – nothing new, the Solicitors are working through the agreement.

Treasurer reported that the cost of the ACH origination fee has increased from .15 to .25 per customer. BTMA has 167 customers who pay by ACH which will cost \$43.25 per month now, a 67% increase.

Certification fees BTMA charges to Title Companies is now \$10, the Board should increase it to \$15.

*Mr. Field made a motion to increase the Cert. Fee from \$10 to \$15 to the Title Companies.* Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

Water Savings – Mr. Field shopped for a CD for the Water side. The easiest and best rate was with Mid Penn Bank for a 12 month, 4.89% rate. Mr. Field recommends opening a \$240,000 CD for the water account.

*Mr. Koch made a motion to purchase a \$240,000 CD at a rate of 4.89% for 12 months at Mid Penn Bank.* Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

**PROJECT COMMITTEE:** RRAA – Tenant Advisory Committee Report – The RRAA Board is concentrating on the FOB issue, not much else was discussed.

**PERSONNEL:** Office Administrator now works 2 days per week, Weds. and Thurs, while the Asst. works on Mon. and Tues.

**ENGINEER:** Hartman South – plans for Penske were received at the meeting today. There is a 31.1 acre lot for 2 buildings. There will be a Distribution Service Center and a 3 story Technical Education Training Center.

Manhole Inspection on County Property – Mr. Conrad went to look at the manholes that were to be raised and the work is finally finished.

Pump Stations Update – SSM has started on the design and hopes the previous schedule of a completion date of late October still stands.

Garage Strength – the plans for this building were received today, it is located at a different area than first thought. The sewer hook-up will need to be done with the permission of G&T.

**SOLICITOR'S REPORT:** LBA Aeration Upgrade – Atty. Becker and Atty. Hartman are working through an agreement.

Holy Trinity Church – Atty. Becker has been contacting Atty. Mark Koch concerning the minister's request for a meeting.

Mr. Koch got a phone call through the office by the minister and has tried to call him at the church but the minister has not returned the call as of the meeting.

RRAA – In a call with Atty. Stock, he mentioned if BTMA still wants to build the new pump stations. Atty. Becker told Atty. Stock that he will confirm with the BTMA Board that they do want to go ahead with the pump stations especially since they were awarded a grant. What BTMA does want is the flow meter for the West Shore to be shut off and water usage be used since the meter is broken and not recording accurately.

Atty. Stock also mentioned the lease for the land on the airport property where one of the pump stations will be located. Atty. Stock said a 25 year lease is normally what the airport uses, Atty. Becker would like a longer lease agreement. They will be discussing it further.

Atty. Becker will talk with Atty. Stock about the water usage as an alternative until the pump station is finished or some other way to measure the flow from West Shore.

DEP Project for Lead pipes - Atty. Becker sent to the Board the legislation concerning the Project. It will be a lot of work and we will need to gather information to find out what the pipes are made of, especially for the laterals to each home. The legislation does say that Authority's do not need to dig if they cannot figure out what the pipes are made of.

SSM has started working on another municipal's piping and will come up with a plan as to how to start.

PHFA Home Owners Assistance Fund – the agreement makes no sense and the person talking to Kozloff's paralegal stated that it is a bad agreement. BTMA will be willing to give the amount due on a customer's account but not be responsible to know any of their other home bills.

Since there will be hardly anyone applying for this, BTMA will sign the acknowledgement with the comments of what BTMA will provide the program admin.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Account 29008009 mailed his payment to BTMA but it came back as undeliverable. He got his payment in again but it was not on time. This customer always pays on time.

Mr. Koch made a motion to reverse the \$6.50 penalty for acct 29008009. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

Miller Employee helping BTMA – Mr. Scholl asked if Mr. Mohn could help with special needs since Mr. Mazza is on medical leave. Mr. Conrad and Atty. Becker believe there is a stipulation in the agreement to address helping BTMA if needed but they will check the agreement to be sure.

Ms. Reed made a motion to adjourn the meeting at 12:50 PM. Seconded by Mr. Koch. Motion Carried.

Respectfully Submitted,

Irene Reed  
Asst. Secretary