

BERN TOWNSHIP MUNICIPAL AUTHORITY
Meeting Minutes
Regular Meeting of Bern Township Municipal Authority
September 27th, 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: None

MINUTES OF AUGUST 23rd, 2023: Ms. Reed made a motion to approve the monthly minutes of the August 23rd, 2023 Meeting. Seconded by Ms. Pappas. Motion Carried.

TREASURER'S REPORT: Mr. Field presented the water bill list for September in the amount of \$65,100.16 consisting of \$30,008.28 to WBWA; \$1,855.91 to SSM; \$13,750.89 to Empire for the WS Sinkhole; \$3,458.00 to Exeter Supply for radio read meters; and \$9,529.16 to RAWA.

Mr. Field made a motion to pay the September 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 September in the amount of \$74,697.09 consisting of \$9,874.07 to Berks County for the quarterly T&T payment; \$2,013.03 to Miller Environmental for the emergency call outs and regular billing; \$33,085.42 to Empire Services for the WS sinkhole; \$18,293.66 to Kozloff Stoudt of which \$891.50 will be reimbursed by the developers and \$4,622.50 will be billed to Bern Twp. to reimburse BTMA for legal fees associated with the loan; \$4,391.12 to SSM, of which \$282.00 will be reimbursed by developers.

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

FINANCE COMMITTEE: Mr. Field asked the board to consider increasing the water rate for 2024. Some additional thoughts were discussed of the new rate of \$66, up from \$60.95 per quarter, less than \$2/mo. to residential customers. Commercial customers would have a percentage increase since there are several meter sizes and prices to consider. The timing as to when to implement the increase should be considered since water for residential customers is billed in different months. Mr. Field will look at the commercial side further. The rate increase will be discussed again at a future meeting.

When the Riverfront CD came due on August 27th, 2023 Mr. Field thought he would reinvest \$245,000 on the sewer side at a different bank and a motion to approve that amount was made and passed. After researching rates, Tompkins Bank came through with a 12 month 5% CD in which he invested \$250,000. The interest earned on the Riverfront CD was \$5,173.14.

Mr. Koch made a motion for the additional purchase of \$5,000 more on the Tompkins CD for a total of \$250,000 at a rate of 5% for 12 months on the sewer side. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

RFP Auditor - It was brought to BTMA's attention that RKL is getting out of auditing government entities. A list of 6 CPA's firms were researched and letters will be sent asking for a proposal. Bern Township also sent letters to the same firms.

Proposals should be available for review by the next meeting and by November's meeting a motion should be made to contract one.

Kozloff Stoudt invoice for preparation of the loan agreement with the Township – The cost of the agreement was \$4,622.50 which the Township said they would cover those costs.

Mr. Koch made a motion to invoice the Township \$4,622.50 for the cost of preparing the loan agreement between BTMA and Bern Township. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Pappas. Motion Carried. Ms. Reed abstained.

PROJECT COMMITTEE: RRAA – Tenant Advisory Committee Report – The items that were of interest to BTMA is that RRAA is spending some money on upgrades to the airport sewer plant.

PERSONNEL: None

ENGINEER: Hartman South – The third review was completed on the project. Because Penske is required to widen Red Bridge Rd. this will impact the 8” main that runs along the side of the road. The relocated road will cause the main to be under the curbing and under the new storm sewer. The proposal from Penske is to relocate the water main into the shoulder of the road so it will not conflict with the curb or the storm sewer.

This has been reviewed by SSM and they recommend that BTMA allows the relocation of the water main. There is no cost involved for BTMA.

Mr. Koch made a motion to allow the relocation of the 8” water main along Red Bridge Rd. to the proposed location in the shoulder of the road. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

Pump Stations Update – The electrical issues have been solved. The bids are due October 19th and can be discussed at the October meeting.

DEP Project for Lead Pipe Analysis – This project will start in October with reviewing the areas that will possibly have lead pipes.

Loan Share Account Grants – These grants are through DCED and the due date is Nov. 30th. The amount granted is up to a million dollars. The Board should think of any other projects that might be coming up in order to apply for the grant.

SOLICITOR’S REPORT: LBA Aeration Upgrade – Atty. Becker is still working on the last draft of the agreement and will be meeting with Atty. Hartman soon.

Holy Trinity Church – Atty. Becker and Atty. Mark Koch have been working on the revised plans for the Church. They are waiting for info from the church’s engineer.

OLD BUSINESS: None.

NEW BUSINESS: 1018 Cathy drive – requesting a \$553.04 credit for water and \$446.76 for sewer. The home owner has provided various invoices and info regarding the large usage in the quarter and the meter continues to read high usage even though there is nothing leaking.

The meter has been switched out to a radio read, the Board would like to know what the usage has been since the new meter has been installed before allowing such large adjustments.

Exeter Supply quote for an additional 42 meters that would finish the Willows development with all radio read meters. The cost is \$269/meter or \$11,298.00 for the total meters needed.

Ms. Reed made a motion to purchase 42 radio read meters at a cost of \$269/meter. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

WBWA – Violation info to our customers. WBWA did not test the water in a timely matter which caused a violation for BTMA. BTMA can file a form with DEP and send it to all water customers within 365 days of the violation or it can add it as an additional piece of paper in the CCR which would need to go out by May 1st, 2024. The form can be posted on a website but the website needs to be published on the bill.

The Board would like to know if the info can be emailed to the customer, if no email is on file than BTMA would mail a copy of the form. Office Admin. will contact WBWA to see if the form can be emailed to customers.

Ms. Reed made a motion to adjourn the meeting at 12:30 PM. Seconded by Mr. Koch. Motion Carried.

Respectfully Submitted,

Irene Reed
Asst. Secretary