

BERN TOWNSHIP MUNICIPAL AUTHORITY

Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

November 16, 2022

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

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

AGENDA AMENDMENTS:

EXECUTIVE SESSION:

PUBLIC COMMENT:

MINUTES OF OCTOBER 26TH, 2022 MEETING MINUTES: Ms. Reed made a motion to approve the monthly minutes of the October 26th, 2022 Meeting. Seconded by Ms. Pappas. Motion Carried.

SECRETARY'S REPORT: None.

TREASURER'S REPORT: Mr. Field presented the water bill list for November in the amount of \$31,934.60 consisting of \$28,482.22 to WBWA.

Mr. Field made a motion to pay the November 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 November in the amount of \$21,308.40 consisting of \$2,434.65 to SSM of which \$144.00 will be reimbursed by developers; \$9,202.50 to Leesport Borough Authority for the quarterly T&T payment; and \$2,160.00 to Cat Iron for mowing of weeds and a water bar.

Mr. Field made a motion to pay the November 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 updated the board about the 2 brokerage CD's that were purchased. A \$240,000 CD was purchased on 11/28 at 4.5 % at Bankwell Bank, it will yield \$10,800 of interest in one year. A second CD was purchased for \$240,000 on 11/23 at 4.4% at Millennium Bank, it will yield \$10,560 of interest in one year.

The Chairman and Treasurer made comments about the actual vs. budget report reflecting income and expenses so far. BTMA looks good, with profits on both the water and sewer sides.

PROJECT COMMITTEE: None.

PERSONNEL: The employee handbook and benefits were discussed at length, the committee will go back and make some changes for discussion at the next meeting.

ENGINEER: Pump Stations - Easements are still needed for the pump stations, BTMA is waiting on the FAA. Still waiting for the DEP permits as well.

Hartman South – There is no update at this time.

Manhole Inspection on County Property – A letter was sent to both Easy Does It and Berks County concerning the manholes that run to Easy Does It. Easy Does It did call Mr. Conrad who explained what should be done to repair the manholes. Easy Does It was going to get in touch with the County of Berks.

Burkey subdivision – No update.

Rate Study – Mr. Conrad presented the board with the rate study regarding the overall operating expenses for them to review at last month's meeting. There were no further comments made.

Holy Trinity Church – The church is building on land they own in the City of Reading. A BTMA sewer main runs through the church property to the connection to the City. The Engineer reviewed one plan that has the building within a foot of the sewer main. The plan will need to be changed, the building cannot be built that close to the main.

The Office Admin. reported that escrow for this project is on its way. The Engineer can now fully review any plans submitted.

Grants – The state grant that BTMA applied for in March will not be awarded until Jan. 23rd, 2023.

The second grant for small water and sewer systems is due Dec. 15th. Most of the paperwork is already done. The letters must be signed by the Treasurer and the Secretary. The Resolution 2-2022 must be signed and approved.

Ms. Reed made a motion to sign Resolution 2-2022 which state the Board approves the application for the Small Water & Sewer Systems Grant. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

SOLICITOR'S REPORT: LBA Aeration Project – The Board at last month's meeting decided they did not want to sell the Stonehedge Sewer and Collection System for the amount owed to LBA for BTMA's share of the cost of the aeration project. The Board would be willing to pay the amount owed if LBA would be willing to renegotiate their agreement with BTMA to reduce BTMA's capacity percentage based on the latest plant capacity which has increased 200,000 GPD since the original agreement.

LBA will be voting to take legal action at their meeting, Nov. 17th. The Board should have a member attend as well as the Engineer and the Solicitor. The Chairman will attend with the Engineer and Solicitor.

Miller Agreement – The agreement is finished and is with Miller for signing.

Holy Trinity Church of God 1997 Agreement – BTMA signed an agreement with the Church when the BTMA sewer line was under construction on the church's property. The agreement also has statements relating to the house on the property as well as if the church ever builds on the property.

Atty. Becker will review the agreement before final plans are reviewed.

Flow Meter broken request for water usage – Atty. Becker, while giving legal advice to RRAA's new Board, cannot ask the RRAA Board to use water usage until the pump station is built due to the flow meter at Arnold not working.

Until Atty. Becker is finished with his professional relationship with the RRAA Board the BTMA Board will use an attorney with either Barley Snyder or Morgan, Hallgren, Crosswell and Kane.

Ms. Reed made a motion to hire Barley Snyder or Morgan, Hallgren, Crosswell and Kane if needed for legal advice regarding RRAA. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

A discussion as to whether BTMA should send a letter to the RRAA Board regarding the use of water usage for the West Shore area since the flow meter is broke and the cost would be \$5,500 to replace the meter that would only be used until the pump station is finished. Further discussion as to whether BTMA would even need the pump stations if the Airport Board would be willing to use water usage instead of using flow meters.

The Engineer will draft a letter to the RRAA Board.

OLD BUSINESS: Quote for meter pit at the curb for 3 customers. The 3/8" meter and pit would be \$5000 plus labor for installation. The larger meter would be around \$12,000. Office Admin. will draft letters to each customer that BTMA would like to have them move their meter to a pit at the curb.

NEW BUSINESS: Customer requests – Acct 28739607 adjustment of penalty for an elderly customer who is waiting for a court appointed guardian to take over his finances.

Mr. Koch made a motion to reverse penalty of Acct. 28739607. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

The Hitching Post is requesting a reversal of late fee totaling \$54.08. They did not receive their bill and with multiple businesses, the owner missed the deadline.

Mr. Reed made a motion to reverse the penalty once and done. Seconded by Mr. Field. **VOTE:** Yes – Mr. Gurman, Mr. Koch, Ms. Reed, Ms. Pappas. Motion Carried.

EDU Analysis – Several customers need EDU's. Aquajet paid for two EDU's and the Van Reed Inn paid for one. Knight's Rental, WAWA, Circadia, Integrated Surgical Institute and Riveredge all received letters.

Office Furniture – Quote was sent to Board members for a new desk, storage unit and shelving for the office.

Ms. Reed made a motion to accept the quote for office furniture by Office Services Co. Second by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

2023 Meeting Schedule - Ms. Reed made a motion to approve the meeting dates for 2023. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

Mr. Koch made a motion to adjourn the meeting at 2:10 PM. Seconded by Ms. Reed. Motion Carried.

Respectfully Submitted,

Irene Reed
Secretary