

BERN TOWNSHIP MUNICIPAL AUTHORITY

Meeting Minutes
Regular Meeting of Bern Township Municipal Authority
November 15th, 2023

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

The meeting was called to order by Mr. Koch at 11:03 AM.

AGENDA AMENDMENTS: None.

EXECUTIVE SESSION: None.

PUBLIC COMMENT: None.

MINUTES OF OCTOBER 25TH, 2023: *Ms. Reed made a motion to approve the monthly minutes of the October 25th, 2023 Meeting.* Seconded by Mr. Field. Motion Carried. Ms. Pappas Abstained.

TREASURER'S REPORT: Mr. Field presented the water bill list for November in the amount of \$41,944.54 consisting of \$28,750.00 to WBWA; \$1538.99 to SSM; and \$8,215.46 to RAWA.

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 \$30,836.54 consisting of \$8,981.75 to Leesport Borough Authority for the quarterly T&T payment; \$14,535.20 to SSM, of which \$3,165.40 will be reimbursed by developers.

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: RFP – Auditor Proposals. BTMA received 2 proposals, 2 more companies were sent letters. No response was received as of November's meeting. A decision will be made at the December meeting.

Purchase of 2 CD's – On Nov. 3rd and 8th BTMA had sewer CD's that came due. Mr. Field purchased one CD from PNC Bank for \$235,000 at an interest rate of 5.4% for 12 months, and one CD at Bank of America for \$235,000 at an interest rate of 5.4% for 12 months.

Mr. Koch made a motion to ratify the purchase of 2 CD's for \$235,000 each at 5.4% interest and 12 month terms on the sewer side. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

PROJECT COMMITTEE: RRAA – Tenant Advisory Committee Report – There was no meeting due to election day, but Atty: Becker mentioned that Atty: Stock and RRAA has approved the agreements. Finalizing the lease agreement between the solicitors will be done soon.

Mr. Koch made a motion to approve and authorize execution and signing of the lease and easement agreements. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

PERSONNEL: None.

ENGINEER: Hartman South – SSM has reviewed the latest land development plan and sent a letter to Penske with their comments. No response to their review letter has been received yet.

Pump Stations Update – The two bids were reviewed and Barrasso Excavation, Inc. was the lowest bidder and was awarded the bid for \$398,430.00.

Mr. Koch made a motion to award the bid to Barrasso Excavation, Inc. for \$398,430.00. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

DEP Project for Lead Pipe Analysis – This project has started, but SSM needs to review older files from BTMA to see who potentially has lead pipes.

SOLICITOR’S REPORT: LBA Aeration Upgrade – Atty. Becker and Atty. Hartman are still ironing out the details of the agreement.

Holy Trinity Church – The Bishop is reviewing the plans and hopes to have a resolution in 2 weeks.

Interconnect Agreement with RAWA & WBWA – No change as of the November meeting. An agreement will hopefully be completed by December’s meeting.

OLD BUSINESS: None.

NEW BUSINESS: Meeting Schedule for 2024 – The dates for 2024 were approved.

Mr. Koch made a motion to approve the 2024 dates for board meetings. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

EDU Analysis – After the yearly EDU analysis was completed, G&T was asked to purchase 1 EDU based on their usage. G&T requested a 6 month reassessment of their account before purchasing an EDU due to a major leak and watering of 300 new trees.

Mr. Koch made a motion to approve a 6 month review of G&T’s water usage before requesting the purchase of an EDU. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

Water Main Break – On Monday, November 13, 2023 there was a water main break at 2644 Leiscz’s Bridge Rd. An interconnection for WBWA customers with RAWA was performed due to a loss of water requiring a boil water notice being sent. The break was repaired by the next day.

WS Flow Meter – WG Malden suggested that BTMA replace the flow meter due to rust and the age of the current flow meter. The current flow meter is no longer made and there are no replacement parts. A quote was sent for \$8,382.75 for a new flow meter that requires little to no maintenance.

Mr. Koch made a motion to approve the purchase of the flow meter based on the approval of the SSM engineer. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

Ms. Reed made a motion to adjourn the meeting at 12:08 PM. Seconded by Mr. Koch. Motion Carried.

Respectfully Submitted,

Irene Reed
Asst. Secretary