

# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Reorganization Meeting Minutes January 22, 2020

**ATTENDEES:** Chuck Koch, Chairman; Irene Reed, Secretary; Jay Field, Treasurer; Fredric Gurman, Asst. Secretary; Danielle Pappas; Daniel Becker, Esq., Solicitor for BTMA; Kevin Conrad, Engineer, SSM Inc.

The meeting was called to order by Mr. Koch and then turned over to Daniel Becker, Esq., Solicitor for nominations of officers.

The following nomination was made by Ms. Reed. Seconded by Mr. Field.

Chairman – Mr. Koch; all members approved.

The following nominations were made by Mr. Koch. Seconded by Ms. Reed.

Vice Chairman – Ms. Reed

Assistant Treasurer – Mr. Gurman

Treasurer – Mr. Field

Secretary – Ms. Reed

Assistant Secretary – Ms. Pappas

Mr. Koch made a motion to reorganize the BTMA Board as stated above. Seconded by Ms. Reed.  
Motion Carried.

The following appointments for BTMA consultants/contractors were made by motions:

Solicitor – Kozloff Stoudt. Motion by Ms. Reed, seconded by Mr. Field. Motion Carried.

Consulting Engineer – SSM Group Inc. Motion by Mr. Field, seconded by Mr. Koch. Motion Carried.

Depository – VIST Tompkins as the depository bank, any future changes will be made by motion. Motion by Mr. Koch, seconded by Mr. Field. Motion Carried.

Contractor – Empire Services. Motion by Mr. Koch, seconded by Mr. Gurman. Motion Carried.

Mileage Reimbursement - \$.575 per mile. Motion to follow the IRS rate made by Mr. Koch, seconded by Ms. Pappas. Motion Carried.

Committee Appointments – Mr. Koch made a motion to appoint the Committees on an as needed basis. Seconded by Ms. Reed. Motion Carried.

Reorganization Meeting - Motion to adjourn at 11:15 AM by Mr. Koch. Seconded by Mr. Field. Motion Carried,

Respectfully submitted,

Irene Reed, Secretary

# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

January 22, 2020

**ATTENDEES:** Charles 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.

**EXECUTIVE SESSION:** None.

**PUBLIC COMMENT:** Mr. Hottenstein reported that BB&T has reduced their rate to refinance to 2.24%. There would be a net savings of \$18,676.60.

**MINUTES OF DECEMBER 18TH, 2019 MEETING MINUTES:** Ms. Reed made a motion to approve the minutes from the December 18, 2019. Seconded by Mr. Gurman. Motion Carried.

**SECRETARY'S REPORT:** None.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for January in the amount of \$33,413.63 consisting of \$23,703.08 to WBWA; and \$7,068.89 to RAWA.

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

Mr. Field presented the sewer bill list for January in the amount of \$38,016.89 consisting of \$30,918.17 to City of Reading for the quarterly T&T.

Mr. Field made a motion to approve the January sewer bill list as presented. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**FINANCE COMMITTEE:** On January 28<sup>th</sup> two CD's will be coming due. Mr. Field recommends Diamond CU at 1.85% for one year, they are not an act 72 institution.

Mr. Field is talking to VIST to see if they can do better than the 1.75% they are offering to renew. Mr. Field will be closing the Santander CD.

Mr. Field made a motion to buy a CD from Diamond CU at a rate of 1.85% for one year for \$245,000 & to renew the VIST CD for at least 1.75% for 14 months, \$245,000. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas, and Ms. Reed. Motion Carried.

Mr. Field made a motion to go forward with the refinancing of the Pennvest Loan (West Shore) with BB&T. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas, and Ms. Reed. Motion Carried.

**PROJECT COMMITTEE:** None

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**PERSONNEL:** None.

**ENGINEER'S REPORT: Charge for capacity at County Plant** – the County is still working on how much they would charge for additional capacity.

**Pump Station #1** – Engineer will get out to check the baskets as soon as possible.

**Chapter 94 Reports** – The quote for the 2019 Chapter 94 Reports is, at most, \$1500/report. This is a slight decrease from the 2018 Reports. There are four reports to submit to DEP.

Mr. Koch made a motion to accept SSM's quote of no more than \$1500/report for the 2019 Chapter 94 Reports. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas, and Ms. Reed. Motion Carried.

**SOLICITOR'S REPORT: RRAA** – Nothing new report.

**Blockage at PS** – Atty. Becker recommends a letter be sent to Riveredge, owner of Econo-Lodge, detailing the cause of the blockage along with the invoices associated with the cleanup. The letter should also ask how Econo-Lodge will address the problem of shampoo bottles ending up in the sewer system.

Office Admin. will draft a letter to Riveredge and forward it to Atty. Becker for review.

**LBA Agreement** – The Board only recently received the copy of the new agreement; Atty. Becker will be calling the Atty. for LBA to discuss where this agreement is going. The last communication with LBA was that the new agreement with BTMA was on hold until LBA and Ontelaunee iron out their agreement.

**OLD BUSINESS: EDU Analysis** – Letter from Lori Sifford in regards to 1817 Bernville Rd needing an additional EDU. The letter states there was a swimming pool for the residents but as of September of 2019 the swimming pool was permanently closed. Berkshire Greens is requesting that the properties usage will go down due to the pool closing and the additional EDU is not needed.

Ms. Reed made a motion to rescind BTMA's request that Berkshire Green buy an additional EDU for 1817 Bernville Rd. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas, and Ms. Reed. Motion Carried.

**M. Miller's request for sewer charge reversal** – Plumber's bill was sent to Board members as they requested from the customer. The credit calculated through 9/1/19 was \$1,240.98. The Board will wait to see if the consumption has come down to normal in the 4/1/20 qtr., the 1/1/20 usage was still high.

Mr. Koch made a motion to reverse the sewer charges of \$1,240.98 for M. Miller. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas, and Ms. Reed. Motion Carried.

**Morrison Rd. Shut-off** – There has been no usage for one month at the property; the property was posted but the residence is still occupied. The police have been at the residence and the occupant said they were packing but there were gallon jugs of water stored in the kitchen.

Atty. Becker recommends sending a registered letter to the owners requesting the debt be satisfied. BTMA could legally take the house for the total debt owed the Authority. Atty. Becker will draft this letter after Office Admin. gets the figures to support the letter.

**NEW BUSINESS: 2485 Riverview Ave.** – The customer at 2485 Riverview Ave is requesting a reversal of a few months of late fees totaling \$44.15; his original check was lost in the mail.

Ms. Reed made a motion to reverse the penalties of \$44.15 for the customer at 2485 Riverview for a once and done reversal. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas, and Ms. Reed. Motion Carried.

**RKL Audit** – The Scope of Services needs to be signed, the cost is \$14,500, an increase of \$300.

Mr. Field made a motion to sign RKL's Scope of Services. Seconded by Ms. Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas, and Ms. Reed. Motion Carried.

**Comcast Upgrade** – BMTA pays \$29.95 for 3MBPS which is the slowest speed for downloads. The price of next upgrade for speed is \$49.95 for 40MBPS.

Mr. Koch made a motion to upgrade the Comcast speed to 40MBPS for \$49.95. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas, and Ms. Reed. Motion Carried.

Ms. Reed made a motion to adjourn the meeting at 1:00 PM. Seconded by Mr. Koch. Motion Carried.

Respectfully submitted,

Irene Reed, Secretary

# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

February 26, 2020

**ATTENDEES:** 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 Ms. Reed.

**EXECUTIVE SESSION:** None.

**PUBLIC COMMENT:** None.

**MINUTES OF JANUARY 22, 2020, REORGANIZATION MEETING MINUTES:** Mr. Gurman made a motion to approve the minutes from the January 22<sup>nd</sup>, 2020 Reorganization Meeting. Seconded by Mr. Field. Motion Carried.

**MINUTES OF JANUARY 22, 2020, MEETING MINUTES:** Mr. Gurman made a motion to approve the minutes from the January 22<sup>nd</sup>, 2020 Meeting. Seconded by Ms. Pappas. Motion Carried.

**SECRETARY'S REPORT:** None.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for February in the amount of \$48,176.92 consisting of \$29,224.62 to WBWA; \$8,039.12 to RAWA; and \$6,489.15 To Exeter Supply for meter encoders.

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

Mr. Field presented the sewer bill list for February in the amount of \$73,052.02 consisting of \$53,013.60 to RRAA for the quarterly T&T; \$9,198.50 to LBA for the Quarterly T&T; \$2,016.43 to Miller Environmental for the meter pit cleaning and the reg. maintenance.; \$1,792.44 to LB Water for the 4G chemical supply for PS #5; and \$2,780.90 to SSM of which \$208.00 will be reimbursed by the developer.

Mr. Field made a motion to approve the February sewer bill list as presented. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Pappas and Ms. Reed. Motion Carried.

**FINANCE COMMITTEE:** Mr. Field opened up a CD at Diamond Credit Union for a 12 Mo. at 1.85%. He also renewed a CD with VIST for 1.75% for 14 mo. with the principal at \$245,000 for each CD.

The CD at Santander that came due earned \$6,868.09 worth of interest and was deposited in the ICS account. The CD from VIST earned \$6,395.58 and that too went into the ICS.

**BUDGETS** – the water & sewer budgets were emailed to the Board members.

Mr. Field made a motion to approve the budgets as presented. Seconded by Mr. Gurman. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Pappas, and Ms. Reed. Motion Carried.

Mr. Field made a motion to approve Resolution 2020-1, Refinancing of the Pennvest Loan with BB&T financing. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Pappas, and Ms. Reed. Motion Carried.

**PROJECT COMMITTEE:** None

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**PERSONNEL:** None.

**ENGINEER'S REPORT: Pump Station #1-** The incoming flow is not discharging into the basket due to the incoming pipe being broken. The Engineer's recommendation is to lower the basket 5 to 6 inches to allow the flow to drop into the basket and to extend the pipe so it is easier for the flow to reach the basket. SSM will get some contractor's quotes for this work.

The other problem at the PS #1 is the heavy grease and where it is coming from. SSM will get a quote on the televising. Miller Envir. can schedule a cleaning before the work is started.

Mr. Field made a motion to get the work done at the PS and do the televising up to a cost of \$10,500.

Seconded by Mr. Gurman. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Pappas, and Ms. Reed. Motion Carried.

BTMA should try the 4G Control of grease at PS#1. It seems to be working at Bern West Ridge. The cost for a 3 month trial is approximately \$1,216.

Mr. Field made a motion to try the 4G Chemical Control at PS #1.

Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Pappas, and Ms. Reed. Motion Carried.

**SOLICITOR'S REPORT: RRAA** – Nothing new report.

**Riveredge** – The letter was reviewed and can be sent in regards to the shampoo bottles being found in the BTMA sewer system.

**LBA Agreement** – Atty. Becker is recommending a meeting with LBA since there has been some mixed communication regarding the new agreement.

**Loan Closing** – The closing will be March 17th. Irene and Chuck would be the signers. Irene cannot make it that week.

Ms. Reed made a motion to authorize Mr. Field in her absence to sign the necessary documents for the loan.

Seconded by Mr. Gurman. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Pappas, and Ms. Reed. Motion Carried.

**OLD BUSINESS: Morrison Rd. Shut-off** – Customer paid \$1800 and believes he can pay the balance of \$697.92, which is mostly fees for water turn offs and lien charges, in the next week or so.

**NEW BUSINESS: Flow Meter North** – Meter was replaced for \$4185.00.

Mr. Field made a motion to pay the \$4,185 to replace the flow meter at Arnold.

Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Pappas, and Ms. Reed. Motion Carried.

**Water meter at Berks Heim** – This meter has not been working for some time, the battery was replaced and Mr. Scholl tried to reprogram the meter. The meter is recording in reverse and not accurately. The cost for a radio read meter would be \$7,633.97.

Board recommended checking with WBWA to see if they could shed some light on the matter. WBWA bought the meters when the WBWA's project was in progress.

**UGI Project** – The certification of reserved capacity from GBDF to UGI needs approval.

Mr. Gurman made a motion to sign the certification needed to transfer the 2 EDU's from GBDF to UGI.

Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Pappas, and Ms. Reed. Motion Carried.

**Xylem Quote** – The quote for the yearly maintenance of the pump stations at BWR and Stonehedge is \$1900 each.

Mr. Gurman made a motion to accept Xylem's quote of \$1900 each PS for yearly maintenance.

Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Pappas, and Ms. Reed. Motion Carried.

**Account 28772003** – The check for payment on this account came back from the bank for NSF. The other owner of the property called and said the customer who paid the bill passed away and she had the bill set up for on-line banking. The customer would like the bank/BTMA fees waived, which amounted to \$20.73.

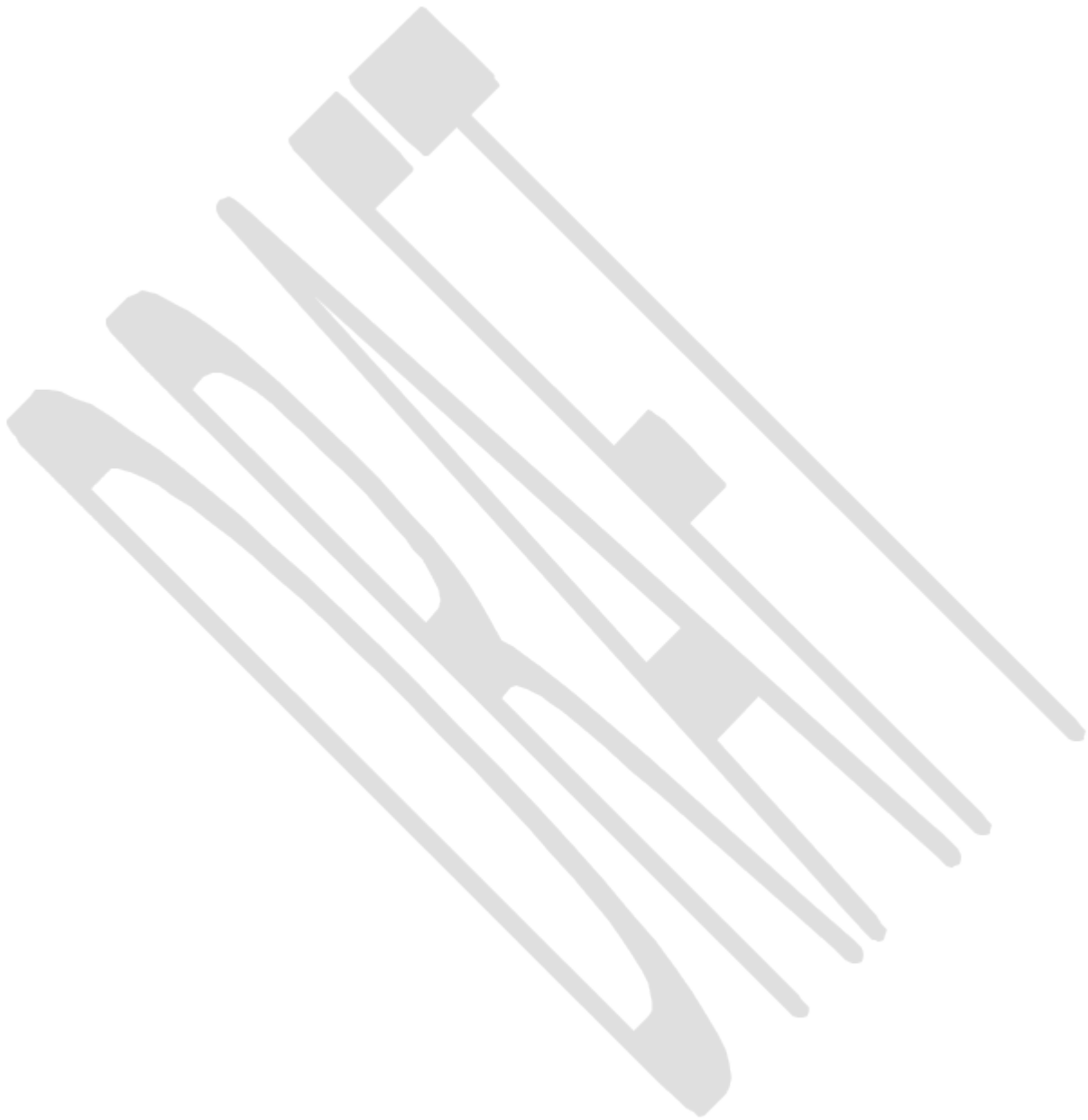
Mr. Gurman made a motion to reverse the fees on account 28772003.

Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Pappas, and Ms. Reed. Motion Carried.

Mr. Gurman made a motion to adjourn the meeting at 11:55 PM. Seconded by Mr. Field. Motion Carried.

Respectfully submitted,

Irene Reed, Secretary



# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

March 25, 2020

**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.

**EXECUTIVE SESSION:** None.

**PUBLIC COMMENT:** None.

**MINUTES OF FEBRUARY 26, 2020, MEETING MINUTES:** Ms. Reed made a motion to approve the minutes from the February 26th, 2020 Meeting. Seconded by Mr. Field. Mr. Koch abstained. Motion Carried.

**SECRETARY'S REPORT:** None.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for March in the amount of \$37,621.56 consisting of \$27,603.04 to WBWA; \$7,122.19 to RAWA.

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

Mr. Field presented the sewer bill list for March in the amount of \$20,532.75 consisting of \$8,282.63 to Berks County for the quarterly T&T; \$4,185.00 to WG Malden for a flow meter at Arnold; \$2,690.76 to SSM.

Mr. Field made a motion to approve the March sewer bill list as presented. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**FINANCE COMMITTEE:** Mr. Field reported that the \$250,000 CD at Mid-Penn Bank will come due after the next meeting, so it can be discussed at the April meeting.

**PROJECT COMMITTEE:** None

**PERSONNEL:** None.

**ENGINEER'S REPORT: Pump Station #1-** Ditch Creek Utility Services will be televising the line for \$1900 on Tues., March 31<sup>st</sup>. The cleaning of the wet well will occur sometime after Tues. and then Desco will make their repairs at an estimate of \$300.

**SOLICITOR'S REPORT: LBA –** Attorney Essig still has a hold on the new agreement with BTMA.

**Riveredge –** Letter was sent with invoices with no response. Attorney Becker said a lien can be put on the property.

Ms. Reed made a motion to put a lien on the Riveredge property to cover the costs of the blockage at PS#1 due to Shampoo bottles being flushed into the sewer system. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**OLD BUSINESS: Morrison Rd. Shut-off –** Customer paid the balance that was due two months ago, he is only behind 2 months and he paid RAWA the necessary amount to get the water back on.

**Berks Heim Meter –** the meter is still not working, a quote of \$4,497.50 for a non-radio meter was given by Exeter Supply. David reads this meter every other day and a radio read meter would not be the most sensible meter for this location. WBWA could not shed any light on the issue and said it was a cheap meter and they have since replaced the main meter due to the same problem as the Heim meter.



Mr. Koch made a motion to buy a meter for the Berks Heim at a cost of \$4,497.50. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**NEW BUSINESS: Mowing Contract** – Natural Touch mowing contact to mow BWR and Stinson PS's, no increase from last year.

Mr. Koch made a motion to renew the Natural Touch contract to mow the areas around the BWR and Stinson Pump Stations. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**Account 89** – Resident was in hospital and rehab for 38 days which was not expected, he was assessed a \$6.50 penalty. He is asking for a reversal of the penalty.

Mr. Koch made a motion to reverse the penalty for account 89. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**March 2020 Penalties on all late payments** – Approval to waive all penalties for the March 25<sup>th</sup> due date. The Township building closed abruptly because of the State of Emergency announcement.

Ms. Reed made a motion to waive all March penalties for late payment. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**Meters for two businesses** – Approval to buy a 2" and a 3" radio read meters for the Apt. House on Leisch's Bridge Rd and Direct Link, respectively. The prices for the 2" is \$2,004.42 and the 3" is \$2,272.41.

Ms. Reed made a motion to buy the 2" and 3" radio read meters at a total cost of \$4,276.83. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

Mr. Koch made a motion to adjourn the meeting at 11:35 PM. Seconded by Ms. Reed. Motion Carried.

Respectfully submitted,

Irene Reed, Secretary

# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

April 22, 2020

**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.

**EXECUTIVE SESSION:** None.

**PUBLIC COMMENT:** None.

**MINUTES OF MARCH 25TH, 2020 MEETING MINUTES:** Mr. Field made a motion to approve the minutes from the March 25th, 2020 Meeting. Seconded by Ms. Reed. Motion Carried.

**SECRETARY'S REPORT:** None.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for April in the amount of \$46,660.37 consisting of \$27,946.36 to WBWA; \$7,115.28 to RAWA; \$8,774.32 to Exeter Supply for industrial meters; and \$2,885.70 to PIRMA for liability and property insurance.

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

Mr. Field presented the sewer bill list for April in the amount of \$55,210.90 consisting of \$32,873.19 to the City of Reading for the quarterly T&T; \$6,733.30 to PIRMA for liability and property insurance.

Mr. Field made a motion to approve the April sewer bill list as presented. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**FINANCE COMMITTEE:** There are 3 CD's coming due as follows: Mid Penn Bank CD on 4/30, Morgan Stanley Bank CD on 5/1 and PLGIT on 5/21. The best rate found so far has been Riverfront Credit Union, which offers 1 year at 1.15% and Mid-Penn Bank, which offers a rate of .7%

Mr. Field made a motion to invest at the highest rate for 1 year. Seconded by Mr. Gurman. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**PROJECT COMMITTEE:** None

**PERSONNEL:** None.

**ENGINEER'S REPORT: Pump Station #1-** Ditch Creek Utility Services televised on 3/31 from the Riveredge to the pump station. They removed a large amount of debris from the sewer main which included a piece of pipe and a door stop. There was a sag in the pipe from the bedding stones being washed away over time.

On 4/3 Desko repaired the basket and pipe at PS #1 and Kline's cleaned the wet well. The 4G chemical was also placed in service.

The Engineer's recommendation is to have the line televised again to check on the sag in a few months.

**Rain Events with flow to the County Plant –** There has been remarkable decreases in the GPD from Oct. 2018 to Sept of 2019, a decrease of 35,000. There are still low lying areas where manholes are under water.

The Engineer will look into who is responsible for the manhole Mr. Field witnessed as being completely under water.

**SOLICITOR'S REPORT: LBA** – Nothing new to report.

**RRAA** – Nothing new to report.

**PA Municipal Authorities Assoc.** – Atty. Becker mentioned the PMMA is having a webinar on Authority Finance next Weds. He recommends joining PMMA, they offer newsletters and other benefits to Authorities.

Office Admin. stated the PMMA newsletters are received now by BTMA . She will look into the costs involved in joining PMMA.

**OLD BUSINESS: Heim Meter** – The meter was replaced on 4/20/20, it was a difficult replacement for BTMA's two workers.

**NEW BUSINESS: Directlink's request for credit** – A credit is requested for reversal of water charges due to a major leak on their property. Their bill was for \$7084.81. The BTMA cost plus a markup of 10% would be approx. \$4892.66. This would give Directlink a \$2,192.15 credit. They did pay the entire \$7,000 plus bill.

Mr. Koch made a motion to give a credit of \$2,192.15 to Directlink based on BTMA's costs plus a markup. Second by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**Penn State Health** – Due to the new radio meter not being programmed with the correct amount of 0's, the hospital was under billed by over a million gallons. An adjustment to their, along with a letter to explain the adjustment will be mailed with the May 1<sup>st</sup> bill.

Mr. Gurman made a motion to adjust the water bill for Penn State Health with an option that they can pay over 3 months if necessary. Second by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**Account 488** – The owner passed away and the account was closed by the attorney just prior to the BTMA bill being paid on time. The new account will not be opened for several days to a week. Request the penalty to be reversed.

Mr. Koch made a motion to not charge account 488 a penalty. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**Account 30088** – Approx. \$160 was not billed due to a problem with an old meter being used with a new radio read register. The amount not billed has been over 3 quarters on a new home in West Shore.

Ms. Reed made a motion to not bill the customer of account 30088 for past charges due to the meter. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

Mr. Field made a motion to adjourn the meeting at 12.18 PM. Seconded by Ms. Reed. Motion Carried.

Respectfully submitted,

Irene Reed, Secretary

# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

May 27, 2020

**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.

**EXECUTIVE SESSION:** None.

**PUBLIC COMMENT:** None.

**MINUTES OF APRIL 22ND, 2020 MEETING MINUTES:** Ms. Reed made a motion to approve the minutes from the April 22nd, 2020 Meeting. Seconded by Mr. Field. Motion Carried.

**SECRETARY'S REPORT:** None.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for May in the amount of \$43,617.12 consisting of \$24,175.00 to WBWA; \$8,646.78 to RAWA; \$3,809.07 to Empire for the water leak on Mimosa.

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. Pappas, and Ms. Reed. Motion Carried.

Mr. Field presented the sewer bill list for May in the amount of \$76,771.83 consisting of \$52,321.62 to the RRAA for the quarterly T&T; \$3,692.50 to RKL for the progress billing on the audit; \$9,198.50 to LBA for the quarterly T&T; \$7,560.55 to Kozloff Stoudt of which \$1,842.50 will be reimbursed by developers' escrows; and a correction of \$3,809.17 to Empire Services which was paid from the sewer account instead of the water account.

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

**FINANCE COMMITTEE:** The Mid Penn Bank CD was cashed and \$245,000 of the money went to Riverfront Credit Union for a rate of 1.15% the interest of \$6,255.63 went to the ICS account at VIST. The Morgan Stanley Bank CD came due on 5/1 and \$250,716.10 went to the ICS account. On the water side the PLGIT CD was cashed on 5/21 for a total of \$245,500 which was deposited in the Water Operating Account.

Total interest on the 3 CD's cashed was \$17,471.73.

Mr. Field is looking at Allied Bank Brokers and would like to get some CD's if the rate is at least 1%

Mr. Koch made a motion to invest in CD's at a rate of at least 1%. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**PROJECT COMMITTEE:** None.

**PERSONNEL:** None.

**ENGINEER'S REPORT: G & T Industries** – G & T is building near the location of the old school house. Their hookup to water will be on Leisch's Bridge Rd at the 12" main of WBWA. The sewer will connect at Flow Meter #1. G & T will be a water and sewer customer of BTMA.

**Rain Events with flow to the County Plant** – The manholes that Mr. Field discussed at last month's meeting were examined by the Engineer. There are 2 County manholes and @ BTMA manholes in the area. The County's manholes are elevated 12". The BTMA manholes are bolted down and have rubber gaskets which hinders the water flow into the manhole.

There has been a sharp decrease in flow to the County Plant since the manholes have been repaired. The Engineer will get a quote for rapid seal, which would help keep water out of the manholes.

The Engineer recommends there be a wet weather investigation upstream from the Church on West Leesport Road, near the MAV Properties. Manholes would be popped to see where the flow is coming from during a rain event. The Engineer will discuss this with Mr. Scholl.

**SOLICITOR'S REPORT: Greenfield's Right-of-Way** – The Prothonotary Office is requesting the status of cases they listed from Eminent Domain Actions taken back in the late 90's of properties in Greenfields.

There were 29 on the list and most were settled by easements. There are a few left to find information.

**OLD BUSINESS: PA Municipal Authorities Assoc** – The cost to join PMMA as an Authority would be \$2000. Since BTMA gets all their newsletters by email the Board decided not to join at this time.

**Accounts #5 & 6** – The customer owns two properties and has not paid in months. Both accounts are in arrears of over \$1000.

The Board does not want to turn off the water at this time, the Solicitor recommended getting a lien on each property.

**NEW BUSINESS: Diatec Maintenance Agreement** – The maintenance agreement is for 6 sewer pump stations and the Stinson PS. The total quote is for \$2675, same as last year.

Mr. Koch made a motion to accept the quote from Diatec for maintenance of all the pump stations. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**Bardo Café Request** - The owner was notified by RAWA that there could be a leak at his property at 506 Barlow. The owner found a hose leaking with the water going into the ground. His place of business is closed so the water usage should be close to 0, the usage was over 11,000 gallons. He is requesting a reduction to the sewer charges.

Ms. Reed made a motion to charge the Bardo Café the minimum sewer charges for the month of \$65.00. Seconded by Mr. Gurman.

Mr. Koch made a motion to adjourn the meeting at 12:06 PM. Seconded by Ms. Reed. Motion Carried.

Respectfully submitted,

Irene Reed, Secretary

# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

June 24th, 2020

**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.

**EXECUTIVE SESSION:** None.

**PUBLIC COMMENT:** Greg Bogia, the Engineer for G & T Industries, was present to discuss the sewer and water hook-ups for the new building.

The BTMA Engineer said the sewer lateral should be in the right-of-way and the water will connect to the 12 inch main of WBWA.

**MINUTES OF MAY 27th, 2020 MEETING MINUTES:** Ms. Reed made a motion to approve the minutes from the May 27th, 2020 Meeting. Seconded by Ms. Pappas. Motion Carried.

**SECRETARY'S REPORT:** None.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for June in the amount of \$39,267.63 consisting of \$24,963.64 to WBWA; \$7,866.06 to RAWA; and \$2,000.00 to the PA DEP for the yearly water fee.

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

Mr. Field presented the sewer bill list for June in the amount of \$23,175.72 consisting of \$9,179.63 to Berks County for the quarterly T&T; \$2,200.00 to Remote Control Tree Removal for the cutting down of two trees damaged near PS #4; and \$1,730.00 to LB Water for 4G Chemicals for PS's #5 & 1.

Mr. Field made a motion to approve the June sewer bill list as presented. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**FINANCE COMMITTEE:** Allied Bank came in at .25% for Business CD's which Mr. Field declined.

Mid-Penn Bank, a compliant Act 72 institution, had the best rate at .7% for 1 year. Mr. Field recommends getting a \$250,000 CD at this rate on the sewer side.

Mr. Koch made a motion to invest in CD at Mid-Penn Bank for \$250,000 for 1 yr. at .7%. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**PROJECT COMMITTEE:** None.

**PERSONNEL:** None.

**ENGINEER'S REPORT:** **G & T Industries** – SSM reviewed the Sewage Facilities Planning Module which the Township signed and submitted the Will Serve letter. G & T will be using 6 EDU's which they received from GBDF's lot of 50. There has been a total of 8 EDU's taken from GBDF's EDU purchase.

**Flow to the Berks County Plant** - The Engineer talked to Mr. Scholl about a wet weather investigation upstream from the Church on West Leesport Road, near the MAV Properties. Manholes would be popped to see where the flow is coming from during a rain event. Mr. Scholl believes the extra flow is coming from the Willows residents and the use of sump pumps. Mr. Scholl and Mr. Mazza will do an investigation during the next heavy rainfall.

**Micro-Springs** – This Company offers a service to control grease at Pump stations by putting chemicals in certain manholes so the grease is dissolved before it comes to the pump station. The cost is determined by the number of manholes.

In the opinion of the Engineer, BTMA does not have a large problem with grease and is already trying the 4G chemical at two pump stations. He would recommend waiting to see if the 4G works well at PS#1 where it was just installed.

**SOLICITOR'S REPORT: Greenfield's Right-of-Way** – The Prothonotary Office is requesting the status of cases they listed from Eminent Domain Actions taken back in the late 90's of properties in Greenfields.

There were 29 on the list and most were settled by easements and the three left were discovered that the sewer lines do not run through those properties so no easement was needed.

Atty. Becker will send a letter to the Prothonotary's Office that they were resolved.

**LBA** – There is nothing new to report, Atty. Becker will call Paul Essig to see where LBA stands.

**RRAA** – Atty. Becker will give Heidi Massano a call to see if the Hospital is ready to start talks with the airport.

**COVID-19 safety controls** – The building will be open soon, in order to keep the staff of the building safe, masks will be required by all guests. Atty. Becker recommends having the safety rules posted so guests can read them. If the Township has a rule of wearing masks, then they can tell people to leave who do not comply. Legally, they cannot be arrested and the DA has said they would not be prosecuted for not wearing a mask in public.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Two residents called about credits to sewer bills for pool filling. Office Administrator will send the sub meter rules to the customers. The Board will look at the usage in the billing period it happens. Both cases will not be until the Sept. billing period.

**Mt. Pleasant Fire Company** – It was brought to BTMA's attention that the Fire Co. may have filled their tanker truck from the BTMA fire hydrant on James Dr. Most Fire Companies charge for this service.

The Board recommended sending an email to the chief of Mt. Pleasant and stating that BTMA will be glad to help them out with tanker filling under our rules, one being BTMA would charge them what BTMA pays for the water to the supplier.

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

Respectfully submitted,

Irene Reed, Secretary

# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Meeting Minutes

Regular Meeting of Bern Township Municipal Authority  
July 22nd, 2020

**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.

**EXECUTIVE SESSION:** None.

**PUBLIC COMMENT:** None

**MINUTES OF June 24th, 2020 MEETING MINUTES:** Ms. Reed made a motion to approve the minutes from the May 27th, 2020 Meeting. Seconded by Mr. Gurman. Motion Carried.

**SECRETARY'S REPORT:** None.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for July in the amount of \$37,428.72 consisting of \$24,175.00 to WBWA; and \$9,055.07 to RAWA.

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

Mr. Field presented the sewer bill list for July in the amount of \$45,669.43 consisting of \$31,062.14 to the City of Reading for the quarterly T&T; \$3,290.00 RKL for the final audit payment; \$3,461.35 to DynaTech for the yearly maintenance of all the PS's and some repairs at Stonehedge; and \$2,631.95 to SSM of which \$2,196.75 will be reimbursed by the developer.

Mr. Field made a motion to approve the July sewer bill list as presented. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**FINANCE COMMITTEE:** BTMA will close a non-interesting bearing account that was set up to pay the Pennvest loan which was paid off in 2020. The \$500 balance in the account will be transferred to the operating account.

**PROJECT COMMITTEE:** None.

**PERSONNEL:** None.

**ENGINEER'S REPORT: Flow to the Berks County Plant** – There is no info to report since there was no rain event.

**Arnold Flow Report** – There were high reads during the month with no rain event. A possible solution could be to put a larger manhole in place with a pump and a mag meter. This would make the flow evenly distributed when simple things seem to block the flow and the flow would be measured by the mag meter. There would need to be permitting for DEP and possible requirements by DEP.

Mr. Gurman made a motion to permit SSM to get a cost estimate, not to exceed \$1000, for a mag meter, pump and any DEP requirements. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas, and Ms. Reed. Motion Carried.

**City of Reading, Mercer St. Sewer** – There is a house on Mercer St., in the City limits, that has a failing septic and the City would like to have it connected to the Bern Twp. line.



The owner of the sewer line is in question, it could be BTMA's or it could be the City's. The agreement will need to be researched to see who owns the line. The Office Admin. will research the agreements with the City of Reading.

**SOLICITOR'S REPORT: Greenfield's Right-of-Way** – Atty. Becker believes these are all settled but will check with his secretary.

**RRAA** – Atty. Becker talked to Ed Stock and the airport is not opposed to an agreement but he thinks the hospital is fine with the ways things are at present since they are paying whatever the bill states

Atty. Masano does not agree with Ed Stock's assumption and will contact the hospital. Atty. Becker will try to get a meeting scheduled with the Hospital and BTMA.

**G&T Industries** – There is still some confusion as to whose customer G&T will be or as to which water company's line they should tap into. RAWA has a large line, either 30 inch or 36 inch in the middle of the property. WBWA has a 12" line much closer to tap into. There would be a very high cost to tap into RAWA's line compared to WBWA line.

It could be up to G&T to decide which line to tap into, but the need for fire protection calculations would be required first. The Engineer must see if the WBWA line will have sufficient pressure for fire protection.

**GBDF** – There will need to be an agreement done with GBDF to transfer the 6 EDU's G & T requires.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Linda Gray's letter to the Board, dated 6/11 requesting a reversal of the late penalty. Her payment was mailed days before it was due but never received at the office. She is always on time.

Mr. Koch made a motion to reverse the resident's penalty for a one-time adjustment. Seconded by Mr. Field.

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

Mr. Koch made a motion to adjourn the meeting at 12:25 PM. Seconded by Ms. Reed. Motion Carried.

Respectfully submitted,

Irene Reed, Secretary

# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

August 26, 2020

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

The meeting was called to order by Mr. Koch.

**EXECUTIVE SESSION:** None.

**PUBLIC COMMENT:** Mr. Daniel Goodyear explained what happened to his on-line banking check that was not delivered until over two weeks after making payment. He stopped payment on the original check and brought up a personal check for payment after the due date. The penalty was taken off the account after a pack of checks were delivered on August 2<sup>nd</sup> that were apparently lost in the mail.

Mr. Goodyear discussed ways to avoid writing a letter to the Board when it was obvious the check was lost in the mail. Also, if there was a way his on-line bank payment can be deposited directly to the BTMA account.

The Board did go over the options of payment which does include an ACH payment from an account to BTMA on the 25<sup>th</sup> of each month.

**MINUTES OF July 22nd, 2020 MEETING MINUTES:** Ms. Reed made a motion to approve the minutes from the July 22nd, 2020 Meeting. Seconded by Mr. Gurman. Motion Carried.

**SECRETARY'S REPORT:** None.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for August in the amount of \$44,506.85 consisting of \$24,175.00 to WBWA; and \$17,191.90 to RAWA.

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

Mr. Field presented the sewer bill list for August in the amount of \$93,677.85 consisting of \$71,844.51 to the RRAA for the quarterly T&T; \$9,198.50 to LBA for the quarterly T&T; \$5,062.05 to DynaTech for radiators & coolant @ PS's # 1 & 3; and \$1,880.00 to LB Water for Chemicals.

Mr. Field made a motion to approve the August sewer bill list as presented. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**FINANCE COMMITTEE:** Mr. Field is making a recommendation to invest \$235,000 from the ICS to a 12 mo. CD from Visions CU earning .85%. The ICS is making .20%.

Mr. Field made a motion to invest \$235,000 in a 12 mo. CD at Vision Credit Union, earning .85%. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**PROJECT COMMITTEE:** None.

**PERSONNEL:** Office Admin. would like a committee formed to discuss and implement which job functions should both the Office Admin. and the Asst. be proficient.

Ms. Pappas offered to be on that committee and Mr. Koch offered Ms. Reed to help with the committee.

Office Admin. will ask the Asst. to list her job duties and the Office Admin. will do the same.

**Pandemic Policies** – BTMA would like a copy of all Pandemic Policies from travel to testing positive.

The Township will get copies of the policies to Mr. Koch for distribution to staff.

**ENGINEER'S REPORT: Flow to the Berks County Plant** – The manholes were not popped during the heavy rain in early August.

Mr. Field reported after the heavy rain in August the 2 manholes across from the County Barn on County Road were underwater. One manhole is high and one is low.

Engineer explained that manholes can be a source of additional water going into the sewer system but they are designed to keep water out with gaskets inside the manhole to keep rainfall out.

**Arnold & 222 Flow Report** – options were researched to get more consistent flows but they may never be completely consistent or will always need cleaning and maintenance which can be costly.

A mini pump station would run about \$65,000 and will still need to be cleaned. A grit chamber would run about \$17,000. No matter what BTMA does it will require maintenance.

**City of Reading, Mercer St. Sewer** – There is a house on Mercer St., in the City limits, that has a failing septic and the City would like to have it connected to the Bern Twp. line.

After looking at the agreements, the line in question is BTMA's. There is a church being built near the house with the failing septic system on Mercer St. who also might want to connect to the BTMA sewer system.

The Engineer should contact Tim Kroll of the City of Reading as to what BTMA has found out about the sewer lines and see if the Reading resident wants to become a BTMA sewer customer.

**G & T Industries** – A flow test will be conducted on Thurs. of this week.

**SOLICITOR'S REPORT: RRAA** – At the meeting with Atty. Masano and Penn State Health's acting President, Atty. Becker updated the situation with the MOU and the battle the three parties have been involved in for years. The Hospital would like to review the information and numbers from the prior CFO to get up to speed with the situation. Atty. Masano will refresh the new Agreement and send it to RRAA.

Atty. Becker explained to Atty. Stock the problem of the flow meters and the difference between flows and water usage. BTMA will approach RRAA once again in their consideration of using water usage instead of the flow meter data.

Ms. Reed made a motion to have the Solicitor write a letter to the RRAA Board in regards to adjusting the latest bill and the possibility of using water reads in the future. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**Tower Behavioral Health** – They received both a water bill from RAWA and BTMA. Office Administrator received a call from RAWA that it was their water customer and BTMA's sewer customer. Atty. Becker and Atty. Stock could not recall their conversation from months ago as to whose water customer Tower Health would become.

Ms. Reed made a motion to keep Tower Behavioral Health as a BTMA sewer customer and a direct customer of RAWA for water. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

Office Admin. will delete the water billing for this account and change the sewer charges to "Greenfields Industrials" in order to keep it consistent with the other businesses in that area.

**G&T Industries** – In regards to which water company BTMA would buy water from for the G&T building, it was decided by RAWA and WBWA that WBWA would be the supplier as long as their line could provide enough pressure for fire protection.

**BCIDA** – This topic will be tabled for this meeting and added to the agenda for September's meeting.

**OLD BUSINESS:** When can constable notices and water turn-offs be resumed for customers who owe large amounts on their accounts.

Wait and see in another 30 days what the government says on this topic

**NEW BUSINESS:** Customer account 30009, received the customer's letter asking for an adjustment for approx. 8760 gallons on his sewer bill due to using the wrong hose to fill his pool which was not connected to his submeter.

Mr. Koch made a motion to adjust the customer's account by \$35.57 for water that did not go in the sewer. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

RAWA Volatiles – The numbers were high for the last quarterly read. Office Admin. e-mailed WBWA and was informed they are working with RAWA to correct the situation by flushing and retesting.

Office Computer – Ms. Reed would like an estimate for an upgrade to the office computer for a solid state hard drive, an external backup and a clone of all computer files. Also to sever the link of the Google remote.

Mr. Koch would like a quote on a new computer as well since the present computer was bought in 2014.

Office Admin. will contact Norm at MAC-Hut for the quotes.

Ms. Reed made a motion to adjourn the meeting at 2:03 PM. Seconded by Mr. Koch. Motion Carried.

Respectfully submitted,

Irene Reed, Secretary

# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Meeting Minutes

Regular Meeting of Bern Township Municipal Authority  
September 23, 2020

**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.

**EXECUTIVE SESSION:** None.

**PUBLIC COMMENT:** None.

**MINUTES OF August 26th, 2020 MEETING MINUTES:** Ms. Reed made a motion to approve the minutes from the August 26th, 2020 Meeting. Seconded by Mr. Field. Motion Carried.

**SECRETARY'S REPORT:** None.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for September in the amount of \$46,193.55 consisting of \$26,257.90 to WBWA; and \$15,826.55 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. Pappas, and Ms. Reed. Motion Carried.

Mr. Field presented the sewer bill list for September in the amount of \$42,626.29 consisting of \$4,288.95 to the SSM of which \$1810.00 will be reimbursed by developers; \$12,290.38 to the City of Reading for the quarterly T&T; \$1,900 to Xylem for the yearly maintenance of the Stonehedge and BWR pump stations; \$7,513.00 to LBA for the underpayment of the Quarterly T&T for the year 2019; and \$10,911.20 to Kozloff Stoudt of which \$1,656.00 will be reimbursed by developers.

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

**FINANCE COMMITTEE:** Mr. Field is making a recommendation to invest \$250,000 from the ICS to a 14 mo. CD from VIST earning .75%. The ICS is making .20%. The recommendation last month of taking a CD at Visions Credit Union could not be made at the local credit union without opening both a savings and a checking.

Mr. Koch made a motion to invest \$250,000 in a 14 mo. CD at Tompkins VIST, earning .75%. Seconded by Mr. Gurman. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**PROJECT COMMITTEE:** None.

**PERSONNEL:** Ms. Pappas & Ms. Reed reviewed the job lists of both the Office Admin and the Asst. Their idea was to have the Asst. learn the daily work, the every other week duties and some of the monthly. Start with one duty and until Asst. knows it well and then go to another duty.

After further discussion about upgrading the technology, the Board believes the office should have two computers, a desk and a laptop.

Office Admin. will email Norm for a comprehensive package with a computer network for both a desktop and a laptop.

**ENGINEER'S REPORT:**

**Arnold & 222 Flow Report** – The Engineer still recommends cleaning the sewer line. The quote from Ditchcreek was presented at last month's meeting but it was tabled. The quote is for \$1300 it could be as high as \$2500 if traffic control is needed.

Mr. Koch made a motion to hire Ditchcreek to clean the sewer line around the Arnold and 222 Flow meters at a cost not to exceed \$2500. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**City of Reading, Mercer St. Sewer** – The plumber hired to do the job for the resident will be getting a permit from the City of Reading. The tapping fee of \$4,034 must be paid before connecting.

In order to bill the customer for sewer, BTMA would need to get a water read from RAWA which BTMA does for all of the Greenfields sewer customers.

The usage for this resident will need to be added to the flow meter reads for payment to the City Sewer Plant since the flow meter is before the house on Mercer Street.

**G & T Industries** – The flow test showed that the water pressure using the WBWA line was 1495 GPM which is not enough to service the building to meet the insurance company's specs for fire protection.

The decision is now up to G&T to decide whether to go with the bigger RAWA line.

**Xylem** – The Company recommended impellers and cutters for Stonehedge at a cost of \$3,650.08 which can be installed at next year's maintenance.

Ms. Reed made a motion to accept the Xylem quote for parts for the Stonehedge Pump Station. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**Envirep** – Proposal to do semi-annual maintenance on the 4 GF PS's instead of annually, \$3,150 each visit. The annual rate would be \$3,315.

The Engineer does not think it is necessary to have maintenance done twice on these pump stations.

**SOLICITOR'S REPORT: RRAA** – After talking to Atty. Stock, who informally talked to the RRAA Board Members and the Mr. Sroka, he believes the Board will listen this time concerning the possibility of using BTMA water reads instead of the flow meter reads for billing purposes.

Atty. Becker will send a letter to the RRAA Board regarding the use of water usage for billing purposes and the adjustment to the 2<sup>nd</sup> qtr. billing.

**DOXO** – Atty. Becker reviewed the DOXO agreement whereby some BTMA customers through DOXO pay their bill. DOXO will use the ACH to deposit it directly into the BTMA revenue account.

Atty. Becker says they have a good reputation and many customers are opting to pay their bills through companies like this.

**BCIDA** – The property now owned by BCIDA is in the RAWA service area, both the Engineer and Office Admin. believe any company building on BCIDA property should be RAWA customers.

**OLD BUSINESS:** When can constable notices and water turn-offs be resumed for customers who owe large amounts on their accounts.

There is still a moratorium on shut offs of utilities until the end of the year.

**NEW BUSINESS:** Customer account 28814805, the Board received a letter asking for a reversal of a \$7.15 penalty.

Mr. Koch made a motion to adjust the customer's account by \$7.15. Seconded by Mr. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

Capturis made a request to reverse the penalty of \$1,366.12 for Penn State Health from last month. The bill was going to the home office of Capturis which was not getting it to the person who was working at home in time

to pay it by the 25<sup>th</sup> of the month. The account is now going directly to an email address for the Capturis employee who is responsible for paying the bill for the Hospital.

Mr. Koch made a motion to reverse the penalty for Penn State Health this one time. Seconded by Ms. Reed.  
**VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

Mr. Koch made a motion to adjourn the meeting at 2:03 PM. Seconded by Mr. Gurman. Motion Carried.

Respectfully submitted,

Irene Reed, Secretary

# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

October 28, 2020

**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.

**EXECUTIVE SESSION:** Personnel Matters, no decisions made. Office Admin. will give a call to one of the previous Board Members who helped in the office at one time to see if he would be interested in working a few hours.

**PUBLIC COMMENT:** None.

**MINUTES OF September 23rd, 2020 MEETING MINUTES:** Ms. Reed made a motion to approve the minutes from the September 23rd, 2020 Meeting. Seconded by Ms. Pappas. Motion Carried.

**SECRETARY'S REPORT:** None.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for October in the amount of \$36,468.03 consisting of \$25,447.00 to WBWA; and \$8,197.73 to RAWA.

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

Mr. Field presented the sewer bill list for October in the amount of \$41,859.94 consisting of \$1,700.95 to SSM of which \$1094.90 will be reimbursed by developers; \$31,603.53 to the City of Reading for the quarterly T&T; \$3,650.08 to Xylem for parts to be installed in 2021 at the Stonehedge PS.

Mr. Field made a motion to approve the October sewer bill list as presented. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**FINANCE COMMITTEE:** Mr. Field purchased a VIST CD for 14 months at a rate of .7 for \$250,000. There are two CD's coming due in January. Rates are very low and will probably stay low until 2022.

**PROJECT COMMITTEE:** None.

**PERSONNEL:** None.

### **ENGINEER'S REPORT:**

**Arnold & 222 Flow Report – Ditchcreek** Services did the flushing on 10/27. They did find about 5 gallons of debris sitting on the bench of the Arnold flow meter. This would not necessarily make high flows but debris should not accumulate on the bench.

Engineer will talk to Miller about cleaning the bench.

**City of Reading, Mercer St. Sewer** – The tapping fee has been paid and the connection has been made.

**G & T Industries** – A set of plans were just received.

**SOLICITOR'S REPORT: RRAA** – Atty. Becker is putting the final touches to a letter to the RRAA Board regarding the use of water usage for billing purposes and the adjustment to the 2<sup>nd</sup> qtr. billing.



**OLD BUSINESS:** Computer and related equipment for technology upgrade will cost approximately \$3719 including installation.

Ms. Reed made a motion to purchase a laptop and computer with installation from Micro-Air. Seconded by Ms. Pappas. VOTE: Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**NEW BUSINESS:** Customer account 28775001, the Board received a letter asking for a reversal of a \$60.66 penalty. This was due to watering with an irrigation system used by the landscaper when the home owner was away.

Mr. Koch made a motion to adjust the customer's account by \$60.66. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

Radio Read Meters – The cost for 53 meters to be installed on West Leesport Rd and the surrounding roads would cost \$12,972.00. Office Admin. will get the budget updated to see where we stand on the Water side before a decision will be made.

Account 29086609 – The home owner watered new grass and when he received his water bill thought he had a leak. He had a plumber out to inspect the property and found no leak. RAWA gave him a credit on his water bill since he paid to have the plumber check the property. Home owner is requesting a credit for the sewer since the water did not go into the sewer system. With averaging his bill the credit would be \$239.00.

Mr. Koch made a motion to credit account 29086609 for \$239.00. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

Account 29027605 – The resident passed away and the ACH payment was returned from the bank due to the account being closed. The sister in California did not know of the billing situation and is requesting a credit of charges of \$12.65 for the return check charges.

Mr. Koch made a motion to give a credit of \$12.65 to account 29027605. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

BCW&SA – renewal of the \$100 fee for Office. Admin. and Mr. Scholl. Mr. Koch made a motion to renew the membership in the BCW&SA. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

Ms. Reed made a motion to adjourn the meeting at 12:35 PM. Seconded by Mr. Koch. Motion Carried.

Respectfully submitted,

Irene Reed, Secretary

# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

November 18, 2020

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

The Zoom meeting was called to order by Ms. Reed at 11:13 AM. Mr. Koch joined the meeting as Chairman at 11:30.

**EXECUTIVE SESSION:** None.

**MINUTES OF OCTOBER 28th, 2020 MEETING MINUTES:** Mr. Field made a motion to approve the minutes from the October 28th, 2020 Meeting. Seconded by Mr. Gurman. Motion Carried.

**SECRETARY'S REPORT:** None.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for November in the amount of \$36,921.08 consisting of \$25,335.70 to WBWA; and \$8,450.37 to RAWA.

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

Mr. Field presented the sewer bill list for November in the amount of \$63,438.61 consisting of \$45,102.08 to the Reading Regional Airport Authority for the quarterly T&T; \$9,198.50 to Leesport Borough Authority for the quarterly T&T; and \$2,500.00 to Ditchcreek Utility Services for the flushing of the sewer lines near the flow meters.

Mr. Field made a motion to approve the November sewer bill list as presented. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, and Ms. Reed. Motion Carried.

**FINANCE COMMITTEE:** Reviewed the Actual Vs Budgeted amounts through the month of November. The only expense really off was the T&T to the RRAA. BTMA spent over \$222,000.00 in 2020, the budget called for expenses to be \$140,000 based on the prior year with an increase.

Most of the other income and expense lines showed close to the budgeted amounts with some over and some under in both income and expenses. Overall BTMA is ahead in profit for both Water and Sewer.

**PROJECT COMMITTEE:** None.

**PERSONNEL:** None.

**ENGINEER'S REPORT:**

**Arnold & 222 Flow Report** – No work has been authorized to calculate an estimate for pump stations.

Ms. Reed made a motion to have SSM prepare Bid Specifications for pump stations to replace the flow meters at the West Shore and Rte. 222 & Leisch's Bridge Rd. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, and Ms. Reed. Motion Carried.

**G & T Industries** – They are still proposing using WBWA water for this project.

**Misco** – There are various concerns with the volume (10,000 to 20,000 gallons) per week going thru the sewer system to the RRAA plant. The Engineer needs to get water samples to determine total solids leaving the Misco plant and the airports limit of solids going thru their plant. The Engineer will contact Misco to discuss some of these concerns as well at the airport.

**SOLICITOR'S REPORT: RRAA** – Atty. Becker, Mr. Field and Mr. Koch attended the RRAA meeting on Tues., November 17<sup>th</sup>. The discussion between RRAA and BTMA centered on the high bill BTMA received in the 2<sup>nd</sup> qtr. and the use of some other means to report flow. Using water data was not even discussed.

RRAA agreed to give BTMA a credit of \$25,517.60 for the second quarter 2020 billing based on a 12 month average of \$47,393.17. This credit will only occur if BTMA replaces the two flow meters with pump stations and that they will be operating 12 to 18 months later.

RRAA also agreed with the next billing the maximum amount billed cannot exceed \$52,000. If the amount is under \$52,000, the lower amount will be what is owed.

**OLD BUSINESS:** The computer install will be this Friday the 20<sup>th</sup> while no one is working in the office. On Monday the office staff will be trained.

Radio Read Meters – The cost for 53 meters to be installed on West Leesport Rd and the surrounding roads would cost \$12,972.00.

Mr. Koch made a motion to purchase from Exeter Supply 53 radio read meters. Seconded by Mr. Gurman,  
**VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, and Ms. Reed. Motion Carried.

**NEW BUSINESS:** EDU Analysis. Five companies exceeded their capacity this year. Riveredge, WAWA, Fisher's Rentals, Harley Davidson and Circadia.

Riveredge is needing a total of 3 since their original purchase of 21. BTMA has liens for 2 of the EDU's. A letter will be sent asking for payment and stating if no payment is received that a lien will be placed on the property.

Ms. Reed made a motion to adjourn the meeting at 12:23 PM. Seconded by Mr. Koch. Motion Carried.

Respectfully submitted,

Irene Reed, Secretary

# BERN TOWNSHIP MUNICIPAL AUTHORITY

Meeting Minutes  
Regular Meeting of Bern Township Municipal Authority  
December 16, 2020

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

**EXECUTIVE SESSION:** The Board went into an executive session at 11:02 AM and returned at 11:20 AM.

Mr. Koch made a motion to approve increases of 3% to each staff member and an increase to \$20/hr for the Office Administrator. Seconded by Danielle Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Pappas, and Ms. Reed. Motion Carried.

**MINUTES OF NOVEMBER 18th, 2020 MEETING MINUTES:** Ms. Reed made a motion to approve the minutes from the November 18th, 2020 Meeting. Seconded by Mr. Gurman. Ms. Pappas abstained. Motion Carried.

**SECRETARY'S REPORT:** None.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for December in the amount of \$39,364.95 consisting of \$24,175 to WBWA; and \$11,651.86 to RAWA.

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

Mr. Field presented the sewer bill list for December in the amount of \$25,320.54 consisting of \$7,961.89 to Envirep for 4 impellers and the yearly maintenance; \$1,839.60 to Mac's Tech Hut for the computer upgrade; \$1,694.50 to LB Water for PS chemicals; and \$7,498.89 to Berks County for the quarterly T&T.

Mr. Field made a motion to approve the December sewer bill list as presented. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas and Ms. Reed. Motion Carried.

**FINANCE COMMITTEE:** Budgets will be worked on prior to the next meeting.

Interest rates are low, the best rates found were .055 to .75 which was for a term of 2 years. The rates at VIST on the BTMA accounts are dropping to .10. When a CD comes due in 2021 BTMA should just keep it in a VIST account until rates start to increase.

BTMA might want to think about prepaying some of the sewer loan with BB&T. After a text to Ryan Hottenstein, the call date on the loan is 9/1/23 so BTMA can't repay the loan until then.

**PROJECT COMMITTEE:** None.

**PERSONNEL:** None.

**ENGINEER'S REPORT: Arnold & 222 Pump Station Design** – SSM is looking at the feasibility of doing one pump station which might be located on the opposite side of the road where the Arnold flow meter now sits.

The Engineer presented a quote for the design of the pump station which was for \$37,000.

Mr. Koch made a motion to accept the fee of \$37,000 for SSM's engineers to design the pump stations to replace the Arnold and Rt 222 flow meters. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas, and Ms. Reed. Motion Carried.

**G & T Industries** – They are still proposing using WBWA water for this project.

**Misco** – There are various concerns with the volume (10,000 to 20,000 gallons) per week going through the sewer system to the RRAA plant. The Engineer needs to get water samples to determine total solids leaving the Misco plant and the airports limit of solids going through their plant. The Engineer will contact Misco and the airport to discuss some of these concerns.

**SOLICITOR'S REPORT: RRAA** – The joiner agreement between G&T & GBDF is in review.

**OLD BUSINESS:** The computer was installed and is working well. The laptop needs to be connected to the remote.

Radio Read Meters – The meters were ordered from Exeter Supply, they will bill us for payment in January. The meters will be picked up in 2021. The cost of \$12,972.00 was approved at last month's meeting.

WBWA – There is a 3% increase in the water rates to BTMA, the rate will be \$3.28 per/1000 gallons starting with the 2/1/21 invoice. The rate increase to Berks County by BTMA will be \$4.37/1000 gallons, with a minimum monthly bill of \$26,220 for 6,000,000 gallons. A letter will be sent to the County.

EDU Analysis – Circadia and Classic Harley have called and questioned BTMA regarding their need to purchase an additional EDU. Both businesses understood how their usage affects the need for an additional EDU. They will be sending checks within the 60 day notice.

Fisher Rental would like an extension for review at a later date. They have had toilets leaking for some time and were recently fixed. The Board agreed to review Fisher Rental's usage in 6 months.

**NEW BUSINESS:** Resolution 2-2020 stating the approval of the rate for an 8" meter.

Mr. Koch made a motion to approve Resolution 2-2020 which will include an 8"water meter to the Water Rate Schedule. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas, and Ms. Reed. Motion Carried.

520 Barlow – requesting an adjustment for sewer due to a hose leak while she was on vacation. She sent The plumbers bill that the problem was corrected. The overage amounted to \$9.10.

Mr. Field made a motion to adjust the account for \$9.10. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Pappas, and Ms. Reed. Motion Carried.

Mr. Koch made a motion to adjourn the meeting at 12:18 PM. Seconded by Ms. Reed. Motion Carried.

Respectfully submitted,

Irene Reed, Secretary