

BERN TOWNSHIP MUNICIPAL AUTHORITY

Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

February 28, 2024

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 11:05 AM.

AGENDA AMENDMENTS: None.

EXECUTIVE SESSION: None.

PUBLIC COMMENT: None.

MINUTES OF JANUARY 24TH, 2024: Ms. Reed made a motion to approve the monthly minutes as well as the Reorganization Minutes of the January 24, 2024 Meetings. Seconded by Ms. Pappas. Motion Carried.

TREASURER'S REPORT: Mr. Field presented the water bill list for February in the amount of \$47,108.23 consisting of \$31,600.00 to WBWA; \$2,354.51 to Exeter Supply for The Southgate meter which will be reimbursed; and \$7,147.20 to RAWA.

Mr. Field made a motion to pay the February 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 February in the amount of \$61,872.82 consisting of \$30,181.25 to RRAA for the quarterly T&T payment; \$12,764.39 to SSM, of which \$1,546.00 will be reimbursed by developers; \$1,891.02 to Empire Services for the manhole repair on Leisz's Bridge Rd.; and \$9,252.50 to LBA for the quarterly T&T.

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

FINANCE COMMITTEE: 2024 Budget Reviews – Mr. Field updated the board with the Final 2023 Budgets which included the increase in the water rates. Both the water and sewer budgets are projecting profits.

Mr. Koch made a motion to approve the 2024 Water and Sewer Budgets. Second by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

ICS Review – Mr. Field would like to take \$240,000 of the monies in the ICS account and get a Riverfront CD at 5.25% not to exceed a 12 month term. Feds will cut rates which will cause the CD rates to fall later in the year. Since the ICS account is not making the CD rates, it is a good time to get the CD while the rates are still favorable.

Mr. Field made a motion to buy a \$240,000 CD the first week of March at a rate of 5.25%, not to exceed a 12 month term. Seconded by Mr. Gurman. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

Auditor – Maillie, our new auditor would like to know if it is alright to report on the financials one year instead of the 2 years that RKL presented. The Auditor's notes will have comparisons from one year to the next but not the financials. Most Authorities show one year on the financials and since Maillie did not audit the numbers last year they prefer not stating them on the financials.

The Board agreed that the current audit year of results on the financials is fine.

PROJECT COMMITTEE: RRAA – Tenant Advisory Committee Report – There is nothing to report concerning BTMA.

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 original pump package is no longer available from Exeter Supply. After discussion with Zoelar, the manufacturer, it was decided the best alternative is a heavy duty pump station that still has single phase electric required. There will be an increase to a 3 in. discharge pipe instead of a 2” that was on the original design. The newer model will also have a solid handling pump.

The main difference with excavating costs is the depth will increase. The newer pump stations will need to be deeper than the original design.

Prices have not been set yet for the new designed pump stations.

DEP Project for Lead Pipe Analysis – This project has started, but SSM needs to review older plans in the next week or two from BTMA to see who potentially has lead pipes.

SSM has submitted a quote for managing the GIS Data in order to continue this project. According to DEP, each property must be listed with several pieces of information. Managing the data would include two tasks. Task 1 quote is \$4200 for gathering the data and Task 2 quote is \$4900 for populating the information. The Engineer thinks these quotes could be lower since BTMA is not a large area.

After the data is managed, it will be there forever when needed, the next step would be the documentation that DEP is requiring, as to what the pipes are made of. The Engineer showed an example of a survey that some Authorities are sending to their customers. There was some discussion on mailing the survey and what kind of reply BTMA would receive but no decision was made. Vacuum Excavation would be a last resort to determine the type of pipe running into the older homes. The deadline is Oct 16th but DEP will most likely extend this date if authorities are showing progress with the project.

Ms. Reed made a motion to authorize SSM to start the GIS Data Management. Seconded by Ms. Pappas.
VOTE: Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

C&B Development Project –SSM has received plans and provided comments to the developer. No response to their review letter has been received yet.

Chapter 94 Reports – The reports have been completed and were mailed to DEP.

Penske – The discussion of taking over the Hospital’s pump station has started, a meeting with both Penske and Penn State Health is scheduled for Feb. 29th where the group will discuss inspecting the pumps and the lines before BTMA takes dedication.

One question came up about the metering of the other businesses. BTMA would take the water reads on the other businesses and subtract that usage.

SOLICITOR’S REPORT: LBA Aeration Upgrade – Atty. Hartman is still looking at the details of the agreement along with LBA’s engineer, Entech. LBA has requested some payment towards BTMA’s portion of the upgrades and have provided some numbers to BTMA. Around \$1,778,000 has been spent so far on the upgrade which is almost completed. BTMA has agreed to pay somewhere around \$92,500 but are requesting a final accounting of grants and other funding received before sending a payment as well as a final agreement.

Holy Trinity Church – The Bishop has made some notes on the plan that there would be revised easements if ever needed which is what BTMA had wanted all along.

Interconnect Agreement with RAWA & WBWA – The agreements have been signed and are being distributed.

OLD BUSINESS: Manhole repair on Leiscz’s Bridge Rd. was completed and billed. The total cost was \$1,891.02.

Mr. Koch made a motion to have BTMA pay the bill. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Pappas. Motion Carried. Ms. Reed – Abstained.

NEW BUSINESS: Holiday Village has requested a reduction in escrow of \$97,962.18. The Engineer has approved the reduction.

Mr. Koch made a motion to release a reduction of the Letter of Credit in the amount of \$97,962.18. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

Envirep - Quote for \$2,783.53 to rebuild the rotating assembly for Pump Station #3. This is thousands of dollars less than the cost of a new one.

Ms. Reed made a motion to accept the quote for a rebuilt rotating assembly. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

Ms. Reed made a motion to adjourn the meeting at 12:48 PM. Seconded by Mr. Koch. Motion Carried.

Respectfully Submitted,

Irene Reed
Asst. Secretary