

BERN TOWNSHIP MUNICIPAL AUTHORITY

Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

January 25, 2023

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

The meeting was called to order by Mr. Koch at 11:10 AM.

AGENDA AMENDMENTS: None.

EXECUTIVE SESSION: The Board went into Executive Session at 11:50 AM to discuss LBA's Aeration Upgrade.

The Board returned at 12:20PM and authorized the Solicitor and Chairman to attend the next LBA meeting on January 26th.

PUBLIC COMMENT: None

MINUTES OF DECEMBER 21, 2022 MEETING MINUTES: Ms. Reed made a motion to approve the monthly minutes of the December 21st, 2022 Meeting. Seconded by Ms. Pappas. Motion Carried.

SECRETARY'S REPORT: None.

TREASURER'S REPORT: Mr. Field presented the water bill list for January in the amount of \$48,848.14 consisting of \$28,812.16 to WBWA; \$6,950.76 to Empire Services for work on the Stinson Fire Hydrant of which \$2,450.90 was reimbursed by the Trucking Co. that damaged it; and \$9,012.30 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. Reed, Ms. Pappas. Motion Carried.

Mr. Field presented the sewer bill list for January in the amount of \$99,484.16 consisting of \$2,284.95 to SSM of which \$420.00 will be reimbursed by developers; \$37,678.53 to City of Reading for the quarterly T&T payment; and \$52,000 to Reading Regional Airport for the quarterly T&T payment.

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

FINANCE COMMITTEE: Mr. Field updated the board with the Final 2022 Profit and Loss Budget vs. Actual reports. Many of the income and expense items were budgeted close to actual. Some items that are expensed like the upgrade to the PS will be depreciated by the auditors.

The budgets were prepared for both water and sewer. The estimated profit for sewer is very healthy and BTMA should be able to pay off some of the Truist Loan come the fall.

The water budget shows a decent profit but costs have been increasing, especially the water rate BTMA pays to WBWA. The 2023 increase was 8% and the 2022 increase was around 7%. BTMA has not increased water rates to the customers since around 2012. The Board will have future discussions on whether there is a need to raise water rates.

Mr. Koch made a motion to approve the 2023 Water Budget as presented. Seconded by Mr. Gurman. Motion Carried.

Mr. Koch made a motion to approve the 2023 Sewer Budget as presented. Seconded by Ms. Reed. Motion Carried.

PROJECT COMMITTEE: None.

PERSONNEL: None.

ENGINEER: Hartman South – There is no update at this time, the Engineer is waiting for updated plans.

Manhole Inspection on County Property – Mr. Conrad has not been notified by Berks County as to when they will repair the manholes.

Holy Trinity Church – Mr. Conrad had submitted a letter to the developer that the building plans still have sidewalks shown in way of the easements so further adjustments need to be made.

A possible agreement will be needed if the sidewalks remain in the way of the easements. Any repairs to the BTMA sewer main that might be needed in the future should be the responsibility of the Church to repair the sidewalks, curbing, and landscaping which are on the BTMA easements.

The Y piping that BTMA put in a long time ago the Church wants to move to a different location. This expense will be totally on the Church.

Grants – The state grant that BTMA applied for in March of 2022 will not be awarded until March 16th, 2023.

Reading Regional Area Airport – The letter sent by Mr. Conrad indicating that water usage might be used as the sewer flow to the airport, since the flow meter is broken, was addressed by the RRAA Board. The RRAA Board has recommended a meeting to discuss several ongoing problems between RRAA and BTMA.

One of the dates that the RRAA Board could meet with BTMA was February 6th, which was the only date the BTMA Solicitor could attend. Mr. Koch, Mr. Conrad, Atty. Becker and the Office Admin. will attend the meeting at 9:30 on the 6th in the Board Room of the RRAA.

Chapter 94 Reports – SSM's quote was received, for \$1500 each of the 4 sewer plants that BTMA utilizes, the Engineer will complete the required Chapter 94 Reports.

Mr. Koch made a motion to accept SSM's quote of \$1500 each for the 4 reports required. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

SOLICITOR'S REPORT: LBA Aeration Upgrade – Since attending the November meeting of the RRAA, the Solicitor has not heard any decision or received any calls from LBA.

The BTMA percentage of the plant's capacity of 7.41 was based on 500,000GPD. The plant's capacity is now 700,000 GPD which lowers the BTMA percentage.

BTMA also considers the fact that BTMA customers do not contribute to LBA's BOD problems which is why DEP is requiring them to do the project.

Miller Agreement – There are just a few minor things that need to be changed.

Ms. Reed made a motion to sign the Miller Agreement once the changes are made. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

Holy Trinity Church of God 1997 Agreement – The Church will not need to pay for any EDU's. The agreement states that the Church will be a customer of the City of Reading.

OLD BUSINESS: None.

NEW BUSINESS: RRAA – Tenant Advisory Committee. The new Board has set up an advisory committee of airport tenants and customers. Mr. Gurman volunteered to attend the meetings which meet on the Third Thursday of each month at 8 AM.

Resolution 1-2023 – disposition of the listed records according to the Municipal Records Keeping.

Mr. Koch made a motion to dispose of the records listed on Resolution 1-2023. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

Residential Rentals – recently an owner who did not request a copy of his tenant's bill or had any communication with the office when he bought the property received the BTMA notice from the Constable. The owner does not think he should be responsible since he did not know his tenant had not been paying the bill even though he was not receiving the rents either.

An email will be sent to the owner with an explanation that he is responsible, the initial BTMA letter when he bought the property asking him to call to set up the account, and a copy of the BTMA rules and regs. that state the owner of a property is responsible for payment.

To avoid any future problems with rental property owners. All rental properties that we are aware of will have the owner's name on the bill and get a copy of the bill. The renter may also receive a copy if the owner elects to do so.

Koch made a motion to adjourn the meeting at 12:55 PM. Seconded by Ms. Reed. Motion Carried.

Respectfully Submitted,

Irene Reed
Secretary