

BERN TOWNSHIP MUNICIPAL AUTHORITY

Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

April 28, 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.

EXECUTIVE SESSION: None.

PUBLIC COMMENT: None.

MINUTES OF MARCH 23RD, 2022 MEETING MINUTES: Ms. Reed made a motion to approve the monthly minutes of the March 23rd, 2022 Meeting. Seconded by Mr. Koch. Motion Carried.

SECRETARY'S REPORT: None.

TREASURER'S REPORT: Mr. Field presented the water bill list for April in the amount of \$46,536.51 consisting of \$32,018.15 to WBWA; \$4,849.46 to RAWA; \$2,929.80 to PIRMA for insurances; and \$2,250.00 to RKL for a partial audit payment.

Mr. Field made a motion to pay the April 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 April in the amount of \$109,370.16 consisting of \$52,000.00 to RRAA for the quarterly T&T; \$34,396.01 to the City of Reading for the quarterly T&T; \$6,836.20 to PIRMA for insurances; \$3,361.35 to Kozloff Stoudt; and \$5,250.00 to RKL for a partial audit payment.

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

Mr. Field would like to use some of the proceeds from the CD's to make a balloon payment of the Truist Sewer Loan of \$500,000 as soon as BTMA is allowed to make a payment per the loan agreement.

The Solicitor will look at the agreement to find the timeline as to when BTMA can make a balloon payment.

FINANCE COMMITTEE: During April the CD at Utilities Employees Credit Union came due. It earned \$1611 and was not renewed. On April 29 the CD a Customers' Bank will come due which will earn at least \$2378 of interest. The money will go to the ICS account.

PROJECT COMMITTEE: None.

PERSONNEL: Ratify the hiring of Brandi Nemes for 2 days a week at \$19.25/hr. with a review at 6 months.

Ms. Reed made a motion to ratify the hiring of Brandi Nemes at a rate of \$19.25/hr. Seconded by Mr. Field. Motion Carried.

Ratify the hiring of Annette Schaeffer as a part-time as needed assistant at a rate of \$19.25.

Ms. Reed made a motion to ratify Annette Schaeffer as a part-time as needed at a rate of \$19.25/hr. Seconded by Danielle Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Reed, Ms. Pappas. Motion Carried.

Approve the hiring of Mr. Gurman to help as needed in the office at a rate of \$17/hr. Increase the rate to Ms. Pappas, who is an office helper as needed, to \$17/hr.

Ms. Reed made a motion to approve the hiring of Mr. Gurman and retain Ms. Pappas as help for the office as need at a rate of \$17/hr. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Koch, Ms. Reed. Motion Carried. Ms. Pappas and Mr. Gurman abstained.

ENGINEER: Pump Station Design – FAA permit has not arrived yet for the Pump Station that is on Airport property. The Airport knows the permit is needed before work can begin.

Water Rates – The quote to analyze the current water rates is \$6500. Some discussion was made about also analyzing the sewer rates, neither have been evaluated for years. The Engineer will get another quote for both rates.

Miller Contract – Miller has not contacted Kevin as of yet to discuss the changes needed in a new agreement. The Engineer will reach out to Mr. Poyner at Miller.

SOLICITOR'S REPORT: LBA Aeration upgrade – The letter sent by the Chairman of LBA basically stated that due to the agreement BTMA is required to pay for the upgrade.

The Solicitor recommends that some BTMA Board members sit down with some members of the LBA Board. There are some arguments of an equitable issue since BTMA customers do not increase the BOD load at the plant plus BTMA customers represent a very small percentage of the total usage at the plant.

Miller Contract – keep this topic on the agenda each month. If BTMA wants to do an RFP, the August meeting is when the Board would need to approve the Engineer to put it out for bid.

Penn State Health Pump station – The MOU states on page 13, Sect. C that if any future properties flow to the hospital collection system then the system is dedicated to BTMA with no payment. The pump station as well as the sanitary sewer main is part of the collection system. The Hospital will become a sewer customer of BTMA. This is one reason the sewer rates as well as the water rates should be evaluated.

OLD BUSINESS: None.

NEW BUSINESS – Customer Inquiries: 102 Almark Way requesting a reversal of \$31.74 penalty due to having a medical problem that kept her in the hospital longer than expected.

Ms. Reed made a motion to reverse the penalty of \$31.74 for the customer at 102 Almark Way. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Reed, Ms. Pappas. Motion Carried.

GenServe – quote for yearly maintenance \$2846 for 7 Pump Stations.

Mr. Koch made a motion to accept GenServe's quote for the yearly maintenance. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Reed, Ms. Pappas. Motion Carried.

Fall cutting of high grass and excavation of PS #3 to prevent water runoff into the pit – quote from Cat Iron who did the fall cutting last year.

Ms. Reed made a motion to accept the quotes from Cat Iron for fall high grass cutting and excavation at PS #3. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Reed, Ms. Pappas. Motion Carried.

Ms. Reed made a motion to Adjourn at 12:37 PM. Seconded by Mr. Koch. All in favor. Motion Passed.

Respectfully submitted,

Irene Reed,
Secretary