

# BERN TOWNSHIP MUNICIPAL AUTHORITY

Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

October 23, 2024

**ATTENDEES:** Jay Field, Treasurer; Fred Gurman, Chairman; Irene Reed, Secretary; Danielle Pappas, Asst. Secretary; Gloria Heffner, Asst. Treasurer ; Solicitor, Dan Becker, Kozloff Stoudt; Kevin Conrad, Engineer, SSM Group

The meeting was called to order by Mr. Gurman, Chairman at 11:00 AM.

**AGENDA AMENDMENTS:** None.

**EXECUTIVE SESSION:** None.

**PUBLIC COMMENT:** None.

**MINUTES OF September 25th, 2024:** Ms. Reed made a motion to approve the monthly minutes of the September 25<sup>th</sup>, 2024 Meeting. Seconded by Ms. Pappas. Motion Carried.

**TREASURER'S REPORT:** Approval was needed for payment of \$4,120.00 to LBA for the 2023 underpayment of audit adjustment based on 7.61%, with the understanding that the 6% agreement being put in place for 2024.

Mr. Gurman made a motion to pay the 2023 audit adjustment in the amount of \$4,120.00 to LBA, in accordance with the understanding of the 6% agreement being put in place for 2024. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

Mr. Field presented the water bill list for October in the amount of \$43,716.20 consisting of \$31,600.00 to WBWA and \$9,631.80 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, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

Mr. Field presented the sewer bill list for October in the amount of \$122,974.16 consisting of \$40,261.11 to the City of Reading for the quarterly T&T payment; \$73,818.75 to RRAA for the 2<sup>nd</sup> quarterly and 2023 4<sup>th</sup> quarter additional T&T; and \$4,120.00 to LBA for the underpayment of 2023 audit adjustment.

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

Water 2024 Budget – Mr. Field updated the board with the 2024 Profit and Loss Budget vs. Actual reports from January through October. Many of the income and expense items were budgeted close to actual except for the Water Maintenance account which was under budgeted. Maintenance is hard to estimate, it is hard to predict if there will be water main breaks and how extensive they will be. The income as of October was over budgeted.

The sewer side's income was over budgeted and the expenses were under budgeted with the Sewer System Maintenance account due to the LBA upgrades, otherwise they would have been very close.

The budgets will be more accurate at the end of the year with the final budget analysis, but it's not expected to change much percentage wise.

**FINANCE COMMITTEE:** In November 2 sewer CD's will come due. One on November 15<sup>th</sup> and one on November 21<sup>st</sup>. Mr. Field would like to reinvest the November 15<sup>th</sup> CD of \$240,000 for 1 year at the best interest rate available, as rates are continuing to fall. The November 21<sup>st</sup> CD will be discussed at the next meeting in November.

Mr. Field made a motion to buy a \$240,000 CD on the sewer side for at the best interest rate for no more than 12 months. Seconded by Mr. Gurman. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

**PROJECT COMMITTEE:** RRAA – Tenant Advisory Committee Report – Nothing new to report.

**PERSONNEL:** None

**ENGINEER:** Pump Stations Update – Nothing new to report. Work is expected to be start by mid-November.

DEP Project for Lead Pipe Analysis – The spreadsheet is complete and has been uploaded to the DEP website. SSM is preparing a letter that will need to be sent to all customers that had an unknown status regarding their service lines and sent by the November 15<sup>th</sup> due date. There will need to be a paper map in the office for customers to be able to locate their pipes.

Part of the project is that reports will need to be done to track the material of pipes that are exposed during water main breaks. There also needs to be a Standard Operating Procedures on how to identify pipe material and record keeping. BTMA Engineer is looking at using the same SOP as other Authorities are using.

C&B Development Project – Nothing new to report.

Penske Training Facility (Hartman South) – Nothing new to report.

Valve Vault for Bern West Ridge P.S. –Axiom is ordering the parts for the project and will set up a date to replace the valve vault once the parts are received.

Penske Collison Repair – SSM received the new plans the day before the meeting but did not have time to review them.

Reitnouer Property on Stinson – Nothing new to report.

**SOLICITOR'S REPORT:** LBA Agreement – The draft of the agreement has been received and sent to the board member's for review. Comments will be provided after the board has read over it, and a meeting was set up at Atty. Becker's office on November 7<sup>th</sup>, 2024 at 1:00pm to discuss any comments from the board and the engineer.

Bethany Romanian Church Sewer Abandonment Agreement – Atty. Becker will finalize the agreement to terminate their 1 EDU and will send it to the Church this week.

**OLD BUSINESS:** Sewer clogs at Leiscz's Bridge Rd. flow meter – Office staff drafted a letter for the board to approve and make any changes to. They will be sent out after the meeting to the contacts that were found for each location.

**NEW BUSINESS:** Meeting Schedule for 2025 – The dates for 2025 were approved.

Mr. Gurman made a motion to approve the 2025 dates for board meetings. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

Ms. Reed made a motion to adjourn the meeting at 12:29 PM. Seconded by Ms. Pappas. Motion Carried.

Respectfully Submitted,

Irene Reed  
Secretary