

# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

November 20, 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 11:03 AM.

**AGENDA AMENDMENTS:** None.

**EXECUTIVE SESSION:** None.

**PUBLIC COMMENT:** Jen Romig from Bogia Engineering representing Reitnouer Development - She questioned whether SSM saw the Planning Module. Mr. Conrad said it went to the Township and he will get a copy from the Township's Engineer. Mr. Conrad will review the module and get it signed.

William Bundy attended the meeting but did not speak. He was present to observe the process of the meeting.

**MINUTES OF OCTOBER 23RD, 2024:** *Ms. Reed made a motion to approve the monthly minutes of the October 23rd, 2024 Meeting.* Seconded by Ms. Pappas. Motion Carried.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for November in the amount of \$48,449.68 consisting of \$31,600.00 to WBWA; \$4,647.50 to SSM and \$8,152.62 to RAWA.

*Mr. Field made a motion to pay the November 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 November in the amount of \$82,046.99 consisting of \$52,000.00 to the RRAA for the quarterly T&T payment; \$9,252.50 to LBA for the quarterly T&T; \$7,594.75 to SSM of which \$944.00 will be reimbursed by developers and \$5,691.40 to Kozloff Stoudt of which \$1,935.50 will be reimbursed by developers.

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

**FINANCE COMMITTEE:** Mr. Field reinvested the November 15<sup>th</sup> sewer CD from PNC Bank to a Bank of America one year CD for \$240,000 at the rate of 4.25%. New CD will earn \$10,200 of interest. The PNC interest totaled \$12,690.

The November 21<sup>st</sup> sewer CD from Bank of America for \$235,000 was deposited in the Sewer Operating account along with the \$12,690 of interest the CD earned. Mr. Field would like to apply \$250,000 to the outstanding sewer loan balance at Truist Bank provided there is no prepayment penalty. The loan would be reduced from \$592,539 owed to an outstanding balance of \$342,539. The Board asked Office Admin. to research the agreement to make sure there is no penalty involved for making a balloon payment.

*Mr. Field made a motion to make a one-time payment of \$250,000 on Dec. 1, 2024 towards the outstanding balance on the sewer loan at Truist Bank provided there is no penalty.* Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

WBWA increase in services – BTMA has received word that there will be an increase of 19% from WBWA in 2025. Due to new requirements from DEP, samples will need to be collected 4 times a month instead of once a month. The new rate for collecting samples is \$415.50 per month. The meter charge also will increase \$15 to \$140/mo. BTMA's new minimum will be \$37,217.25 each month, an increase of about \$5900.

Mr. Field believes BTMA might need to increase the water rates with such a large increase in the WBWA charges. Mr. Field and Office Admin. will analyze the numbers and report the findings at the next meeting.

**PROJECT COMMITTEE:** RRAA – Tenant Advisory Committee Report – Mr. Gurman did mention at the Tenant meeting that the BTMA Pump Stations will be starting construction in November.

**PERSONNEL:** None

**ENGINEER:** Pump Stations Update – Approval for Change Order #3 which extends the time limit on the project from March 10<sup>th</sup> to April 9<sup>th</sup>, 2025.

Ms. Reed made a motion to accept Change Order #3. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

DEP Project for Lead Pipe Analysis – SSM is preparing a letter that will need to be sent to all customers that had an unknown status regarding their service lines, November 15<sup>th</sup> is the due date for the letters to be mailed. The list of addresses will be given to the office.

C&B Development Project – Nothing new to report.

Penske Training Facility (Hartman South) – A letter requesting information and inspection reports was sent to the Hospital regarding their pump station. Minimal information was returned.

Mr. Conrad would like to inspect the pump station with Mr. Scholl to decide what other inspections should be necessary before BTMA takes ownership of the pump station.

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. There is a 4 to 6 week delivery time.

Penske Collision Repair – SSM received new plans and revised their letter. A flow test will be done.

Reitnauer Property on Stinson – Jen Romig questioned info on the planning module which Mr. Conrad will look into.

**SOLICITOR'S REPORT:** LBA Agreement – The draft of the agreement has been received and sent to the board member's for review. The BTMA group met at the Kozloff Stoudt offices and started to review the agreement line by line, however, they did not get through the entire agreement. Another meeting will be set in the future.

Bethany Romanian Church Sewer Abandonment Agreement – The agreement is finished and BTMA will sign it once Bethany Romanian Church signs the agreement.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Purchase of a small heater for the office at a cost of \$19.13 and the replacement of the phone cord which pops out at times when using the phone or the purchase of a new phone.

Ms. Reed mentioned that the Township purchased new phones, to try one of the cords before purchasing a new phone. Office Admin. will locate the old phones for a cord to use in the BTMA phone.

Ms. Reed made a motion to purchase a small heater for the office. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

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

Respectfully Submitted,

Irene Reed  
Secretary