

# BERN TOWNSHIP MUNICIPAL AUTHORITY

## Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

May 22, 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:** An invoice was received for the annual renewal of BTMA's safety deposit box at Tompkins Bank that was used during Covid. It was suggested that it is no longer a necessary expense since we have access to the safe at Bern Township and fireproof cabinets.

Mr. Field made a motion to cease payment of the safety deposit box at Tompkins Bank. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Mr. Koch, Ms. Reed, Ms. Pappas. Motion Carried.

**EXECUTIVE SESSION:** None.

**PUBLIC COMMENT:** None

**MINUTES OF APRIL 24TH, 2024:** Ms. Reed made a motion to approve the monthly minutes of the March 27th, 2024 Meeting. Seconded by Ms. Pappas. Motion Carried.

**TREASURER'S REPORT:** Mr. Field presented the water bill list for May in the amount of \$45,484.74 consisting of \$31,600.00 to WBWA; \$2,580.10 to Exeter Supply for paving and materials; and \$5,917.39 to RAWA.

Mr. Field made a motion to pay the May 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 May in the amount of \$30,351.08 consisting of \$9,252.50 to LBA for the quarterly T&T payment; \$4,317.76 to SSM, of which \$443.50 will be reimbursed by developers; \$1,533.06 to Miller Enviro. for the contracted billing; and \$9,058.65 to WG Malden for a new flow meter for BWR pump station and quarterly service.

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

**FINANCE COMMITTEE:** Mr. Field noted that a CD with Mid Penn Bank is coming due on May 26<sup>th</sup>, 2024. It was suggested to reinvest in a new CD before the interest rates go below 5%.

Mr. Field made a motion to buy a \$240,000 CD on the water side for no less than 4.75% for 12 months. Seconded by Mr. Koch. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

**PROJECT COMMITTEE:** RRAA – Tenant Advisory Committee Report – Mr. Gurman attended the meeting and noted that the board approved the lease agreement between RRAA and BTMA for the pump stations for 24 years and 11 months. After that time, a new lease agreement will need to be negotiated.

**PERSONNEL:** None.

**ENGINEER:** Pump Stations Update – Mr. Conrad mentioned that the contractor has requested a second Change Order No. 2 for \$202.00 to cover the change in pipe size for the Wet Wells. The Change Order also covers a time extension of 90 days for Substantial Completion and 120 days for Final Completion of the work.

DEP Project for Lead Pipe Analysis –Mr. Conrad sent BTMA's field tech. a list of homes in Water District A & B to clear as he changes out their water meters. A small number of homes will need to be identified by other means.

C&B Development Project – None.

Penske District Services Facility – None.

Valve Vault for Bern West Ridge P.S. – Mr. Conrad noted the valve vault is completely rusted causing the meter to not run properly. The meter cannot be replaced until the valve is replaced. Mr. Conrad suggested getting a quote from a co-stars contractor and voted on at a later meeting.

Penske Collision Repair – Mr. Conrad is reviewing the plans and will be sending them out in the next day or so.

**SOLICITOR'S REPORT:** A check will be sent to LBA on Monday, June 17<sup>th</sup>, 2024, for the final payment for the recent aeration upgrades.

RRAA Lease for Pump Station – Atty. Becker hopes to have the final lease agreement completed soon for it be signed and executed by the next board meeting.

**OLD BUSINESS:** Computer Security – An invoice was received for the installed updates resulting in an additional cost of \$129.00 more than was approved at the April meeting.

Ms. Reed made a motion to approve the additional \$129.00 for the computer security updates. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

**NEW BUSINESS:** Acct. 22 sent an email to the board requesting the board to remove the penalty charges of \$19.37 due to receiving the bill one day before the due date in the mail.

Ms. Reed made a motion to reverse the \$19.37 penalty charges. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Koch, Mr. Gurman, Ms. Reed, Ms. Pappas. Motion Carried.

Mr. Koch made a motion to adjourn the meeting at 11:35 PM. Seconded by Ms. Reed. Motion Carried.

Respectfully Submitted,

Irene Reed  
Asst. Secretary