

# BERN TOWNSHIP MUNICIPAL AUTHORITY

Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

August 28, 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 11:08 AM.

**AGENDA AMENDMENTS:** None.

**EXECUTIVE SESSION:** None.

**PUBLIC COMMENT:** None.

**MINUTES OF July 24th, 2024:** Ms. Reed made a motion to approve the monthly minutes of the July 24<sup>th</sup>, 2024 Meeting. Seconded by Ms. Heffner. Motion Carried.

**TREASURER'S REPORT:** Approval was needed for payment application #2 for \$81,437.22 to Barrasso Excavation, Inc. for the West Shore & Water District A pump station.

Mr. Gurman made a motion to pay the payment application #2 in the amount of \$81,437.22 to Barrasso Excavation, Inc. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

Mr. Field presented the water bill list for August in the amount of \$76,511.75 consisting of \$34,302.16 to WBWA; and \$9,184.36 to RAWA; \$26,200.25 to Empire Services for the road repairs to Rick, Suburban and Leiscz's Bridge Roads due to leaks; and \$1,531.00 to SSM.

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

Mr. Field presented the sewer bill list for August in the amount of \$112,618.19 consisting of \$9,252.50 to LBA for the quarterly T&T payment; \$81,437.22 to Barrasso Excavation for payment application #2 for the pump stations, \$2,781.19 to Envirep for the rotating assembly rebuild on PS#3; \$2,460.00 to GenServ for the yearly service; and \$3,303.02 to SSM, of which \$2,323.02 will be reimbursed by developers.

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

**FINANCE COMMITTEE:** On August 29<sup>th</sup> a sewer CD will come due. Mr. Field would like to reinvest \$240,000 for 1 year at a rate of no less than 4% with Tompkins Wealth Management.

Mr. Field made a motion to buy a \$240,000 CD on the sewer side for no less than 4% and for no more than 12 months. Seconded by Ms. Reed. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

LBA's Audit Adjustment – There was discussion about the \$4,120.00 adjustment for 2023 at our previous 7.61% for the Wastewater Treatment Plant costs that's due next month. BTMA's calculations show an overpayment to LBA of \$3,858.00 based on the agreed 6%. BTMA instructed Atty. Becker and Mr. Conrad to construct and submit a letter to LBA's auditor, Herbein, as the calculations should be based on our 6% that was agreed upon when BTMA's final check for the upgrades was accepted at 6%.

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

**PERSONNEL:** None.

**ENGINEER:** Pump Stations Update – The pump stations have been delivered and are with the contractor, who anticipates construction to start mid to late October. Completion is hoped to be done by mid-November. Payment application #2 for \$81,437.22 to Barrasso Excavation needs approval.

Mr. Gurman made a motion to approve payment application #2 for \$81,437.22. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

DEP Project for Lead Pipe Analysis – GIS has all the data on all homes and it will be uploaded to the DEP before the deadline on October 15<sup>th</sup>.

C&B Development Project – SSM reviewed the fourth submittal of the plan and the Sewer Facilities Planning Module and provided comments to the developer's engineer. The developer's engineer is currently working through water pressure issues for their fire flow. The project is also discussing installing their own water main instead of using G&T's. BTMA's Engineer does not want another water main, in his opinion there is no reason C&B can't connect to G&T's main.

Penske Training Facility – They are close to submitting the final plans. SSM is working with the Solicitor as they prepare the easement agreements for this development.

Valve Vault for Bern West Ridge P.S. – Mr. Conrad met with several companies. As of the meeting, Bloomin Glen and Axiom had not given quotes. LB Industries gave a price around \$69,000, but Mr. Conrad did not have time to look over the quote to make sure the prevailing wage is included. Mr. Conrad hopes to have a few more quotes by the September meeting.

Penske Collison Repair – Mr. Conrad received a phone call from the same engineering company who submitted previous plans, saying those plans will no longer be used. SSM is waiting to hear further details about the new plans.

Reitnour Property on Stinson – This is a proposed 3 unit subdivision along Stinson Drive. SSM has reviewed the land development plan and provided comments back to the developer's engineer.

A discussion was made about the sewage flows at Leisz's Bridge Road and 222 based upon the Miller Report. There were 6 blockages at 6 different locations in the month of July, which will result in a high bill from the airport. BTMA office staff will send a letter asking management to post signs informing employees and visitors to not flush anything but toilet paper, along with the updated additional costs to the Authority when there is a blockage.

Ms. Reed made a motion to have BTMA office staff send a letter to customers connected to the sewer lines at Leisz's Bridge Road and 222. Seconded by Ms. Heffner. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

**SOLICITOR'S REPORT:** LBA Agreement – There have been no comments from LBA on the agreement.

Bethany Romanian Church Sewer Abandonment Agreement – Atty. Becker will draw up an agreement to terminate their 1 EDU and have it ready for next month's meeting.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Account 28742503 made an online payment from their account on-time in June but was not received until 8 days later.

Mr. Field made a motion to reverse \$6.50 late fee for account 28742503. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

Energys – The monthly billing of their unused EDU Debt Expense changed from \$588.28 to \$545.95. This unused EDU charge is from a previous agreement with Energys and is recalculated each year based on the audit numbers for expenses and debt.

Ms. Heffner made a motion to authorize the new Enersys price of \$545.95 and approved the letter being sent. Seconded by Mr. Gurman. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

A discussion ensued about the paper card stock weight the bills are currently printed on and potentially purchasing from a different company. BTMA has noticed that the paper thickness has decreased recently and more bills are being lost in the mail. Some thicker bill card samples were presented to the board and all agreed to the potential costs of upgrading to the thicker cards. Purchasing new card stock will be up to the discretion of the BTMA office.

Ms. Reed made a motion to authorize BTMA office staff to purchase thicker card stock at additional costs. 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 12:21 PM. Seconded by Ms. Pappas. Motion Carried.

Respectfully Submitted,

Irene Reed  
Secretary