

BERN TOWNSHIP MUNICIPAL AUTHORITY

Meeting Minutes

Regular Meeting of Bern Township Municipal Authority

September 25, 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 August 28th, 2024: Ms. Reed made a motion to approve the monthly minutes of the August 28th, 2024 Meeting. Seconded by Mr. Gurman. Motion Carried.

TREASURER'S REPORT: Mr. Field presented the water bill list for September in the amount of \$50,554.95 consisting of \$31,600.00 to WBWA; \$10,672.10 to RAWA; and \$4,089.50 to SSM for Engineering costs.

Mr. Field made a motion to pay the September 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 September in the amount of \$22,235.49 consisting of \$8,560.92 to Berks County for the quarterly T&T payment; and \$7,384.88 to SSM, of which \$4,132.38 will be reimbursed by developers.

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

FINANCE COMMITTEE: A revision of the CD amount to be reinvested from the August 29th CD renewal with Tompkins Wealth needs to be approved. The amount approved at the August, 2024 meeting was \$240,000; since Mr. Field renewed the CD, instead of going to another financial institution, he reinvested the full \$250,000.

Ms. Reed made a motion to revise the amount approved for the CD at the August 28th meeting from \$240,000 to \$250,000. Seconded by Ms. Pappas. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

LBA's Audit Adjustment – There was a discussion at last month's meeting about the \$4,120.00 underpayment for the 2023 audit adjustment which the calculation used was the previous 7.61% for the Wastewater Treatment Plant costs. BTMA's calculations show an overpayment to LBA of \$3,858.00 based on the agreed 6% of Plant costs. A letter was not sent to LBA as of the time of this meeting. Office Administrator will work on a letter in response to the LBA letter for payment.

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 to be done by mid-November, hopefully.

DEP Project for Lead Pipe Analysis – Some comments came back from DEP regarding the Inventory Spreadsheet. The changes requested by DEP will be entered and resent, the project will be completed before the due date of October, 16th.

C&B Development Project – The Planning Module has been submitted.

Penske Training Facility (Hartman South) – 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 and have two quotes Axiom, which is a Costars Company quoted \$35,020 and LB Industries which is also a Costars Company quoted \$69,840.

Ms. Reed made a motion to accept the quote of \$35,020 from Axiom, Inc. for the Bern West Ridge valve vault. Seconded by Mr. Field. **VOTE:** Yes – Mr. Field, Mr. Gurman, Ms. Heffner, Ms. Reed, Ms. Pappas. Motion Carried.

Penske Collison Repair – SSM is waiting to hear further details about the new plans.

Reitnouer Property on Stinson – nothing new to report.

SOLICITOR'S REPORT: LBA Agreement – There was a quick exchange between the Solicitor from LBA and the BTMA Solicitor at a meeting that BTMA might see the agreement in about a week.

Bethany Romanian Church Sewer Abandonment Agreement – Atty. Becker drew up a draft agreement to terminate their 1 EDU and will send it to the Church for review.

Collections Options for a Commercial Property – The commercial property located on the Riveredge's parking lot has not paid for over a year. The owner is trying to collect from the business that leased it for several months.

Atty. Becker suggested to get a lien. The office will send the constable first and if no payment is received will start the process of getting a lien.

OLD BUSINESS: A discussion continued about the sewage flows at Leiscz'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 would like to get the names of managers in each company to send letters directly so we know the letters will be read by someone who might take the initiative of posting signs in bathrooms if that is what BTMA requests.

Ms. Reed offered to check the company websites or call to get the info BTMA needs. Office Admin. will send her a list of the companies whose sewage flows to the airport.

NEW BUSINESS: Delinquent account processes – Office Admin. updated the Board on how the office collects delinquent accounts. Each month reports and notices are printed for those customers who are 60, 90 and 120 days late on their payments. Once an amount due gets high and the customer has not been paying anything for months a constable is sent to the residence and the notice is given to the home owner or posted. Usually the home owner pays the balance due or some portion of the amount due. If the home owner ignores the notice, we notify them as to when the water will be scheduled to be turned off if it is a BTMA water customer. It is a little harder to get RAWA to turn off water timely in Greenfields.

Eventually the lien process will get started if all else fails. The office spends about an hour monthly doing the late notices.

Ms. Reed made a motion to adjourn the meeting at 12:06 PM. Seconded by Ms. Heffner. Motion Carried.

Respectfully Submitted,

Irene Reed
Secretary