

## **BETHLEHEM AUTHORITY**

### **Minutes of the Regular Meeting Of the Board of Directors December 11, 2025**

The regular meeting of the Board of Directors of the Bethlehem Authority (“BA”) was held on December 11, 2025, in the Conference Room B504 at City Hall, Bethlehem, PA and remotely via Microsoft “Teams”. The meeting was called to order at 3:30pm by Mr. Dennis Domchek, Chair.

Also in attendance were:

Ms. Sharon J. Zondag, Vice Chair  
Mr. Carlos A. Almeida, Treasurer  
Mr. James Broughal, Esq., Broughal & DeVito  
Mr. John V. Filipos, CPA, Buckno Lisicky & Company  
Mr. Ron Madison, PE, Colliers Engineering & Design  
Mr. Stephen Repasch, Executive Director  
Ms. Sandra Zapf, Director of Administration  
Mr. Eric Yeakel, Police Officer-In-Charge  
Mr. Ed Boscola, City of Bethlehem, Director of Water and Sewer Resources

#### **CHAIR**

D. Domchek announced that prior to this board meeting an executive session was held to discuss several legal matters.

#### **APPROVAL OF MINUTES**

S. Zondag motioned and C. Almeida seconded to approve the November 13, 2025, Minutes. Motion passed unanimously.

#### **RECOGNITION OF VISITORS**

Mr. Steve Antalics, Private Citizen  
Ms. Emily Boyd, Small Animal Biologist, PA Game Commission  
Mr. Kevin Wenner, Wildlife Management Supervisor, PA Game Commission  
Ms. Christina Lambacher, PA Game Commission

#### **COURTESY OF THE FLOOR**

There were no comments during Courtesy of the Floor.

#### **PROPERTY & INFRASTRUCTURE COMMITTEE**

##### **Watershed Management:**

**Snowshoe Hare Study.** S. Repasch introduced Ms. Emily Boyd and Mr. Kevin Wenner from the PA Game Commission who gave a brief but very informative presentation of the next phase of their snowshoe hare study they will be conducting on the BA property. Snowshoe hares are considered a winter specialist because they are a species that has special adaptations to do well in winter. They transition their fur to white in winter for better

camouflage and have disproportionate huge hind feet that allows them to move better across snow. Based on previous studies, snowshoe hares appear to be on the decline. The study will focus on improving our understanding of habitat management and how that influences snowshoe hare populations in the region. They stated how appreciative they are to the BA for allowing them access to the property to further study snowshoe hares in PA.

**PA Game Commission Hunter Access Program.** S. Repasch presented a new PA Game Commission Hunter Access Program Agreement for approval. C. Almeida questioned why snowshoe hare was listed as an allowable hunting species and Christina Lambacher stated that the BA property is listed as Tier 1, Open Access, making enforcement of any restrictions very hard to enforce. E. Boyd also stated that the hunting season for snowshoe hare is only six days, the limit take is one per day and the limit for the season is three. The previous studies have shown that the harvest rate is very low.

S. Zondag motioned and C. Almeida seconded to approve the PA Game Mission Hunter Access Agreement. Motion passed unanimously.

**Solar Project.** S. Repasch stated that a lot of very detailed information has been going back and forth between The City, their Consultant and the BA regarding rate class, demand charges, etc. One of the solar proposers will be meeting with our team tomorrow morning to hash out the details to better clarify the understanding between the different views on the project. More information to follow after the meeting.

**GIS Project.** S. Repasch reported that himself and I. van Halem met with Colliers Engineering several weeks ago and got a good understanding for what I. van Halem was suggesting we do now and looking forward. On Tuesday, Colliers provided E. Yeakel and S. Zapf training on some of the recent implementations of what I. van Halem suggested. S. Repasch suggested that with I. van Halem's input for the GIS work, the 2026 budget should be increased by \$5,000.00 for additional GIS work.

**Carbon Revenue.** S. Repasch reported that a meeting with ANEW and the Infrastructure Committee took place on November 24<sup>th</sup>. D. Domchek stated that the main focus for the meeting was to dive into the whole process to see why the funds take so long to receive. D. Domchek describes the process as ANEW developing a very extensive model that allows them to predict, on an annual basis, how many carbon credits we should get. They also update that model periodically. That next step is that number has to be verified by a third-party verifier and then certified by VERRA. The process gets bogged down as there are only a limited number of verifiers. The verifiers evaluate the model and determine if the model is correct. The verifiers pass the information to VERRA who in turns verifies all the information given to them. Their findings are posted to the registry which makes it official that carbon credits can then be sold. The time cycle for this, if everything worked well, is like two years. S. Repasch noted that there is extra scrutiny on carbon projects around the world, the verification process has gotten down to a point where it's very precise and more complex than in prior years. The bottom line is we are still not sure when the BA will receive the carbon credit revenue.

**Garage.** S. Repasch reported that the garage material will be delivered on Monday, December 15<sup>th</sup> and construction started on Wednesday, December 17<sup>th</sup>. The new UTV was purchased and we are awaiting delivery.

S. Repasch also mentioned that folks representing the Lehigh Valley Watershed Association were scheduled to visit on December 9<sup>th</sup> but was postponed due to weather; they are now scheduled to visit on Wednesday, December 17<sup>th</sup>.

## **FINANCE COMMITTEE**

**Investment Summary.** C. Almeida presented the Investment Summary as of December 1, 2025. Two CDs were purchased in early November for \$250,000.00 each and both earning around 3.65% with maturities of 16 and 18 months. No issues with investment policy compliance. The Construction Fund has some residual interest and those funds will be transferred to the BRIF account. Once all the interest is transferred, the Construction Fund statements can be sent to our arbitrage consultant to determine the amount of arbitrage owed to the IRS.

**Controller.** J. Filipos' report for the month of November 30, 2025, was circulated and filed with regular interest and expenses recorded. In the Capital Expense Account, \$24,000.00 was expensed for the new UTV and some expenses for the new garage; The Construction Fund decreased by \$243,916.00 to cover Water Capital projects; In the BRIF, \$239,648.75 was received from the City for the 5% lease coverage; In the DSRF, \$36,481.91 was transferred to the CABS based on the calculation done last month that the City takes credit for; and in the Debt Service Fund 1998 Bonds, \$4,093,518.09 was transferred from the 2022 DSF to pay the 1998 Debt Service in November. In the 2022 Water Revenue Bond, \$4,996,141.48 was received from the City and transferred to the appropriate accounts listed above and \$662,975.00 was paid to cover the Debt Service.

D. Domchek noticed that the 2014 and 2022 Revenue Fund Accounts are inactive and asked why. The 2014 Revenue Fund has been dormant since the close of the 2014 Bonds were paid in full and BONY Mellon has been depositing the debt service payments from the City to cover the 1998 & 2022 Bonds into the Debt Service Fund instead of the 2022 Revenue Fund BONY Mellon will be contacted to see about closing the two inactive accounts.

**PMRS Pension Annual Report.** S. Repasch presented the Annual GASB PMRS Pension Plan Report to the Board for information purposes only.

**4Q25 Income and Expense Projections.** S. Repasch presented the report showing regular revenue and expenses through November 30, 2025. Revenue is at 47% of budget or \$496,589.00, with the biggest hole in that calculation being the absent carbon credit; Professional Services expenses are at 68% of budget or \$58,472.00; Security and Property expenses are at 63% or \$42,716.00, In December \$7,525.00 will be added for expenses at the end of the year; Administrative expenses are 42% or \$372,408.00 noting that \$60,000.00 will be transferred to the Capital Reserves Account. Total expenses are 45% or \$473,596.00 of budget. Operating Cash on Hand projected for 12/31/2025 is \$11,506.00. On the Capital Reserve, 68% of budget or \$62,706.00 noting that in December there will be expenses of \$23,256.00 for the garage and GIS. Capital Cash on Hand is \$4,725.00. Projected Fund Totals for all Funds for December 31, 2025, is \$1,270,986.00.

**Resolution #518 – Approval of Expenses.** D. Domchek presented Resolution #518 to the Board for expenses through December 11, 2025, from the General and Reserve Accounts totaling \$124,504.23.

C. Almeida motioned and S. Zondag seconded to approve Resolution #518. Motion passed unanimously.

**2026 Budget.** S. Repasch presented the 2026 Budget that was reviewed by the Finance Committee initially and then by the full Board for approval with the added request of an additional \$5,000.00 in the Operating Budget in the Consulting Engineer's line for GIS work.

C. Almeida motioned and S. Zondag seconded to approve the 2026 Budget. Motion passed unanimously

#### **GOVERNANCE & HR COMMITTEE**

S. Zondag had no report

#### **SOLICITOR**

Solicitor had no report.

#### **CONSULTING ENGINEER**

R. Madison had no report.

#### **SPECIAL POLICE**

Police report for the month of December 2025 was circulated and filed.

#### **WATER REPORT**

The water report for the month of November is as filed. E. Boscola reports the reservoir level continues to drop, similar to the trend from last year. The State of PA extended the drought watch for our area including Lehigh, Northampton, Monroe and Carbon Counties. Last year the drought watch was issued in October 2024. Precipitation amount is similar to last year as well. The drought watch was posted on the City's website and letters were sent out to well-water customers in East Allen Twp. who are the more prone to drought conditions than customers on the reservoir supply.

#### **CITY OF BETHLEHEM DIRECTOR OF WATER AND SEWER RESOURCES**

The Director's Report was filed and circulated reflecting financial status through November 30, 2025. Revenue is exceeding the projections by 4% and expenditures below projections of the overall budget. Even after the debt service payments were made, there is still \$13.5 Million in the bank.

E. Boscola reported that every year the City has to notify all customers of their service line material, whether known or not. Those letters will be going out in December. Last year, approximately 37,000 letters went out because most of the service lines were unknown; this year, because of the efforts to identify service lines, only 31,000 letters. Approximately 6,000

homes have been positively identified that they do not have lead or galvanized piping requirement replacement.

**OTHER BUSINESS**

There was no other business.

**COURTESY OF THE FLOOR**

Mr. Antalics suggested that the first time you hit a tap in the morning, let the water run for a minute so that any dissolved lead gets flushed.

**NEXT MEETING**

The annual Re-organization Meeting is scheduled for January 8, 2026, at 3:30pm immediately followed by the next Regular Meeting.

**ADJOURNMENT**

C. Almeida motioned and S. Zondag seconded to adjourn the meeting at 4:40pm. Motion passed unanimously.