

## **BETHLEHEM AUTHORITY**

### **Minutes of the Regular Meeting Of the Board of Directors December 12, 2024**

The regular meeting of the Board of Directors of the Bethlehem Authority ("BA") was held on December 12, 2024, 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 Almeida, Treasurer  
Mr. John Tallarico, Assistant Secretary/Treasurer  
Mr. Ian van Halem, Board Member  
Mr. James Broughal, Esq., Broughal & DeVito  
Mr. John Filipos, CPA, Buckno Lisicky & Company  
Mr. Ron Madison, Colliers Engineering & Design  
Mr. Stephen Repasch, Executive Director via "Teams"  
Ms. Sandra Zapf, Administrative Assistant  
Mr. Eric Yeakel, Officer-In-Charge

#### **APPROVAL OF MINUTES**

C. Almeida motioned and I. van Halem seconded to approve the November 14, 2024, minutes of the Regular Meeting. Motion passed unanimously.

#### **RECOGNITION OF VISITORS**

J. William Reynolds, Mayor, City of Bethlehem  
Bryan Callahan, Liaison, City Council

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

B. Callahan thanked J. Tallarico on behalf of City Council and personally as a friend for his many years of service to the BA Board and relayed that his great business sense and level headed expertise was very much appreciated.

#### **CHAIR**

D. Domchek had no report but did mention an Executive Session will immediately follow the conclusion of the Regular Meeting with no following action to be taken.

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

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

**DFRB.** S Repasch reported that our forester has finished up his field work in the Long Pond area for the Dynamic Forest Restorage Block (DFRB). This information gets submitted to

The Nature Conservancy (TNC) for incorporation into the whole block plan for the entire area. Our forester's time will be reimbursed as part of the grant received through the National Fish and Wildlife Foundation (NF&WF).

**Timber Sale.** S. Repasch reported that a site visit is being scheduled with a contractor, hopefully in the next few weeks, for the next timber sale which will consist mostly of soft wood and red pine.

**Carbon Markets & ANEW.** S. Repasch reported that he has no new news on the verification schedule for the 2022, 2023 and 2024 carbon credits. The verifiers are looking to schedule a 3-day field verification visit sometime in January and will let the board know when that is scheduled

**Ag Lease.** S. Repasch presented an Agricultural Lease with Riverview Dairy Farms for 35 acres in Lehigh Township. This new farmer is taking over the property previously leased with Julie Ann Hurlock. A question was raised regarding contamination of the waterways but the lease clearly states "Lessee shall at all times maintain the leased property in such a manner as to avoid conditions leading to contamination of springs and watercourses" and "shall only apply fertilizers that are permitted and at rates as recommended through best management practices by the PA Dept. of Agriculture". The property is not in the watershed and does not pose a threat. S. Zondag requested the condition to "bury trash on the property" be removed and to specify the "agriculture" be a legal crop. I. van Halem requested the parcel number of the property be added in the lease.

Ian van Halem motioned and C. Almeida seconded to approve the AG Lease with the mentioned revisions with Riverview Dairy Farms. Motioned passed unanimously.

## **FINANCE COMMITTEE**

**Investment Summary.** C. Almeida presented the Investment Summary as of December 1, 2024. All investments fall within policy limits.

C. Almeida mentioned that a discussion still needs to take place on if and when to move additional money for the arbitrage of roughly \$44,000.00.

**Controller.** J. Filipos' report for the month of November 30, 2024, was circulated and filed with regular interest and expenses recorded. In the Operating Account, \$4,731.84 was received for timber sales and in the Construction Fund, \$83,490.00 was paid for COB Water Capital invoices. The COB submitted roughly \$4.98 Million to pay the '98 and 2022 Bond Debt Service. J. Filipos also mentioned that a U.S. Local Government Finances Report was filed on December 10<sup>th</sup>, 2024.

**4Q24 Income and Expense Projections.** S. Repasch presented the report showing regular revenue and expenses through November 30, 2024. Revenue is at 73% of budget or \$521,934.00. Professional Services expenses are at 75% of budget or \$70,812.00; Security and Property expenses are at 60% or \$36,092.00; Administrative expenses are 49% or \$27,513.00. Total expenses are 53% or \$382,417.00 of budget. Operating Cash on Hand

projected for 12/31/2024 is \$96,748. On the Capital Reserve budget, expenses to date are 65% or \$80,668.00. Total projected cash on hand as of 12/31/24 is \$82,918.00. Total projected cash on hand for all funds as of December 31, 2024, is \$1,269,826.00.

**2025 Budget.** S. Repasch presented the 2025 Operating Budget. Some highlights on some major items are: Anticipating \$500,000.00 for Carbon Credit Revenue for 2022 and 2023, and if 2024 is included it would go even higher. \$365,000.00 from the COB for Operating and Administrative expenses is also budgeted as Revenue. On the Expense side: estimating \$86,325.00 for Professional Services; \$326,759.00 in Administration Expenses including a new position of Director of Administration; \$48,450.00 for Security Expenses and \$19,500.00 for Property Expenses which includes \$15,000.00 for Silviculture and most of those costs will be reimbursed by the NF&WF grant. Total expenses for Budget 2025 \$481,034.00 and Total revenue \$1,050,529.00. We anticipate transferring \$109,244.00 or less to the BRIF or Capital Reserve fund for 2024 and \$569,495.00 for 2025. The 2025 Capital Budget is \$92,000.00 which includes \$25,000.00 for a new UTV for watershed patrolling, \$25,000.00 for property improvements—planning on a garage addition, miscellaneous equipment, and budgeting \$30,000.00 for property purchasing in case a property comes up for sale, and \$10,000.00 for legal fees assuming that the wind turbine zoning court case is resolved next year.

C. Almeida motioned and I. van Halem seconded to approve the 2025 Budget. Motion passed unanimously.

**Resolution #506 – Approval of Expenses.** D. Domchek presented Resolution #506 to the Board for expenses through December 12, 2024, from the General and Reserve Accounts totaling \$49,436.66 and \$102,518.00 from the Construction Fund for Water Capital Expenses.

C. Almeida motioned and S. Zondag seconded to approve Resolution #506. Motion passed unanimously.

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

S. Zondag stated that potential candidates to replace J. Tallarico's position will be discussed in Executive Session after the regular meeting with no action to be taken.

#### **SOLICITOR**

J. Broughal had no report.

#### **CONSULTING ENGINEER**

R. Madison reported that he submitted the recommendation letter for the COB Capital Water requisition. Also, all site tours for the yearly report have taken place and requests a pre-meeting before the January board meeting to discuss the annual report and format to be more efficient.

#### **SPECIAL POLICE**

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

### **WATER REPORT**

The water report for the month of November is as filed.

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

The Director's Report was filed and circulated reflecting financial status through November 30, 2024.

### **OTHER BUSINESS**

S. Zapf presented the 2025 Board Meeting dates for information to the Board. S. Repasch requested that the August meeting, that is usually held at an earlier time, 9:00am, be advertised as such at the same time as the January Reorganization Meeting notice. All agreed that was a good idea.

### **COURTESY OF THE FLOOR**

D. Domchek formerly presented a Certificate of Recognition signed by both himself and Mayor Reynolds to J. Tallarico for his 20-years of service with the BA. D. Domchek personally thanked him for his professionalism and measured wisdom and how he will be missed. Mayor Reynolds added a huge thank you for his dedication and wanting to be a part of something for the community and how John's long-time involvement has made the COB a success.

### **NEXT MEETING**

Reorganization Meeting is scheduled for January 9, 2025, at 3:30pm immediately followed by our next Regular Meeting.

### **ADJOURNMENT**

J. Tallarico motioned and C. Almeida seconded to adjourn the meeting at 4:14pm and move into Executive Meeting. Motion passed unanimously.

*John J. Tallarico*  
Assistant Secretary/Treasurer