

BETHLEHEM AUTHORITY

Minutes of the Regular Meeting Of the Board of Directors August 14, 2025

The regular meeting of the Board of Directors of the Bethlehem Authority ("BA") was held on August 14, 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 Almeida, Treasurer
Mr. Ronald Donchez, Asst. Secretary/Treasurer
Mr. John 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

APPROVAL OF MINUTES

C. Almeida motioned and R. Donchez seconded to approve the July 10, 2025, Minutes. Motion passed unanimously.

RECOGNITION OF VISITORS

Mr. Steve Antalics, Private Citizen

COURTESY OF THE FLOOR

There were no comments during Courtesy of the Floor.

CHAIR

The Chair had no report.

PROPERTY & INFRASTRUCTURE COMMITTEE

Watershed Management:

Solar Project. S. Repasch reported that after the federal bill passed taking out a lot of the credits for renewable projects, he received a response from the proposed developer which states that some deadlines are still undetermined. S. Repasch passed this on to the City's Sustainability Consultant who believes that the developer's assumptions are too optimistic and if the BA wants to pursue this project they should negotiate for better terms. D. Domchek asked E. Boscola if there was a consensus whether the City and BA should proceed with a solar project and he stated he did not think there was a consensus but, if the BA decided to proceed, they should take the lead. D. Domchek suggested the Property &

Infrastructure Committee meet and invite S. Degrendel, the City's Sustainability Manager, to prepare a request for proposals listing our objectives and see what we get. E. Boscola also mentioned that he is waiting to hear back from the Penn State people regarding the Dept. of Energy's "On-Site Energy Program" which includes a grant program that is still available.

GIS Project. E. Yeakel displayed the GIS map showing the fire lanes and trails that he has been plotting and reports to be almost complete. The website will show all information that is outside the fence area for the public; so, hunters and hikers can navigate their way around the property. Anything inside the fences will be blacked out on the website so the public can't see that information.

S Repasch stated that we requested another proposal from Collier's Engineering to put the Long Pond area on our Storymap section of the Website. In addition to that, The Nature Conservancy under the Fish and Wildlife Grant, and us as a sub-grantee, requested more educational material on our Storymap and then we can bill them for that. TNC is putting together a couple of paragraphs of the natural benefits of the Long Pond Barrens and the unique flora and fauna in this area, which will be on the website along with the trail maps under the Storymap.

FSC Audit. S. Repasch reported that next Wednesday TNC staff, R. Smith, and himself will be conducting an internal audit for the FSC certification. This is a pre-amble to the FSC coming on site next year to do an actual field audit

Herbicide Treatment. S. Repasch reported that the herbicide treatment was completed at one of the timber stands at Clearview in Long pond. This was part of our grant arrangement of needing to spend \$15,000.00 in order to receive \$15,000.00; the total herbicide treatment was \$12,000.00 so \$3,000.00 is still outstanding. Both our forester's work on inventory and DFRB work will be put towards that \$3,000.00 and will easily use up the balance. S. Repasch had a phone call with TNC and R. Smith to discuss the DFRB program and various other issues, including the Forest Management Plan update and that a draft of that plan should be available shortly

Carbon Credits. S. Repasch reported that he had a conversation with Jessica Stallberger from ANEW and the good news is they have a potential buyer for 43,000 credits. The buyer wants them issued by the end of the year and ANEW is actively trying to get this and the 2022 and 2023 verified. The bad news is the payment will likely be delayed until January/February 2026; while the credits will be issued by the end of the year, it means the revenue will follow a month or two behind.

Consulting Engineer Search. D. Domchek reported that five Requests for Qualifications were received. The Property and Infrastructure Committee have identified three firms that they would like to meet with and interview and is proceeding with setting up meetings and would like E. Boscola to attend.

FINANCE COMMITTEE

Investment Summary. C. Almeida presented the Investment Summary as of August 1, 2025. The two CDs that matured at the end of June were reinvested and do appear on this

report. The new CDs are 15 months at 4.25% and 18 months at 4.20%. All investments fall within policy limits. The Construction Fund at the beginning of August is \$1.965 Million; today with Resolution #514 approval, a payment of \$687,383.87 will be paid bringing the balance down to roughly \$1.27 Million; roughly half of the \$1.27 Million is 6.5% of the original \$9.8 Million and the other half is interest that has accumulated. We are expecting to make payments in September which will fully exhaust those funds. There is an additional \$200,000.00 of interest in the SLGS that has not yet posted and some of this will be used to pay arbitrage.

Controller. J. Filipos' report for the month of July 31, 2025, was circulated and filed with regular interest and expenses recorded. In the Construction Fund, \$1,749,035.14 was used to pay Water Capital Project Invoices.

J. Filipos also reported that DCED did send a letter stating our filing was incomplete because it did not include the audit. J. Filipos wrote a letter to DCED stating that it will be forwarded as soon as the audit is completed.

3Q25 Income and Expense Projections. S. Repasch presented the report showing regular revenue and expenses through July 31, 2025. Revenue is at 34% of budget or \$357,021.00; Professional Services expenses are at 40% of budget or \$34,714.00; Security and Property expenses are at 31% or \$20,898.00; Administrative expenses are 30% or \$270,468.00. Total expenses are 31% or \$326,080.00 of budget. Operating Cash on Hand projected for 9/30/2025 is \$70,100.00. On the Capital Reserve, 21% of budget or \$19,220.00; legal fees for the Wind Project appeal paid in July was \$5,657.42 and upcoming invoices of \$10,833.00. Our attorney just filed a response to the Zoning Board briefs at the State's Appellate court and the next step will be for the State Appellate Court to schedule oral arguments within the next month or two; expecting expenses for the security for the Wild Creek Garage but in order to get the permit from the Township, we needed to get certified engineered plans, which were submitted. Now we need to get certified engineered electrical plans and E. Boscola suggested the City's P.E.'s Dept. could provide the certification. Total Capital Cash on Hand is \$61,441.00. Projected Fund Totals for all Funds for September 30, 2025, is \$1,311,364.00.

Resolution #514 – Approval of Expenses. D. Domchek presented Resolution #514 to the Board for expenses through August 14, 2025, from the General and Reserve Accounts totaling \$60,103.57 and from the Construction Fund totaling \$687,383.87.

C. Almeida motioned and S. Zondag seconded to approve Resolution #514. Motion passed unanimously.

GOVERNANCE & HR COMMITTEE

S. Zondag reported that last month discussions took place regarding making an addition to the Governance Documents for Board members Responsibilities with regard to service as an Officer. If approved today, a line will be added to read "Each board member, if elected at the January Re-Organization Meeting, will serve a one-year term in one of the five officer positions: Chair, Vice-Chair, Treasurer, Secretary and Assistant Secretary/Treasurer." There is an asterisk next to Chair and it says "The Board Chair, to the extent practicable, will be

limited to two consecutive one-year terms, if appointed.” This vague language is meant to imply that if there was a circumstance where we wanted the Chair to serve a little bit longer, he or she would be able to. Board members agreed; no action needed.

Additionally, with regards to the Governance Documents, the Annual Engineer’s Report for 2024 was just added with appendices and when the 2024 Audit is received it will be updated as well. As a reminder, by-laws next review will be Spring 2026; the last Forest Management Plan was from 2012 and is meant to cover a ten-year period. It is being reviewed and will be updated to the documents; Investments Policy and Accounting Controls need to be reviewed in the first quarter of 2026.

S. Zondag also mentioned that the annual personnel reviews are coming up. S. Repasch is starting his review of his employees and D. Domchek will send out all the information to the board members regarding documents and guidance to evaluate S. Repasch. Any salary adjustments will be decided in order to be part of the 2026 budget.

S. Zondag also suggested sending service letters to our part-time officers at the Authority with their five, ten, fifteen, etc. year service.

SOLICITOR

Solicitor had no report.

CONSULTING ENGINEER

R. Madison reported he prepared his requisition letter for the Water Capital Invoices for August 14, 2025.

SPECIAL POLICE

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

WATER REPORT

The water report for the month of July is as filed. E. Boscola reports the reservoirs remain a watch area because the water level has leveled off again even though it was a wet Spring. The same time last year is when the water level started dropping and if that same pattern occurs this year, we will be starting from a lower point than last year.

CITY OF BETHLEHEM DIRECTOR OF WATER AND SEWER RESOURCES

The Director’s Report was filed and circulated reflecting financial status through July 31, 2025. Revenue is on target and expenditures are below target and \$15 Million in the bank.

E. Boscola reported on some highlights:

- Security – A contractor is working on the security gate at Wild Creek to run power and ultimately for the secure ID card reader. A contractor is working on the swing arm at the filtration plant and have received proposals for additional exterior cameras. Next year will proceed with access control at the plant.
- Meter Replacements – Roughly 2,500 completed this year; the goal is 4,000. Over 20,000 customers are on the AMI.

- Repaired a river crossing - Water main that was crossing Freemansburg was repaired. To date, the City has four water main river crossings.

Unaccounted For Water. E. Boscola presented Water Tracking Reports for all four quarters of 2024 and the first two quarters of 2025. The loss is higher this year and the thought was that it was due to more active water main breaks this year but after adjusting calculations it barely moved the needle. E. Boscola is checking to see if there is a way to confirm the meter flow coming out of the plant. The Venturi meter is in a 54" 30-year-old pipe and operates at the lower end of the operating range which could make the error rate higher.

Capital Budget. E. Boscola will be working on the Capital Budget for 2026 and suggested a meeting in September with C. Almeida and S. Repasch to go over funds availability in the Construction Fund, BRIF, capital appropriations and cash based on the plan that was discussed for the next couple of years.

OTHER BUSINESS

The PMAA annual conference is at Wind Creek in Bethlehem this year. Since it is this close, S. Repasch will be attending the whole conference including the business meeting and requests being approved as a delegate which would allow him to vote on various amendments, resolutions and by-law changes.

S. Zondag motioned and R. Donchez seconded naming Steve Repasch as delegate to the PMAA Conference. Motion passed unanimously.

COURTESY OF THE FLOOR

Mr. Antalics praised the BA on their respectful conduct to visitors and commented that by comparison City Council is a disaster.

NEXT MEETING

The next regular meeting is scheduled for September 11, 2025, at 3:30pm.

ADJOURNMENT

R. Donchez motioned and C. Almeida seconded to adjourn the meeting at 4:50pm. Motion passed unanimously.

Ronald J. Donchez
Asst. Secretary/Treasurer