

BETHLEHEM AUTHORITY

Minutes of the Regular Meeting Of the Board of Directors September 11, 2025

The regular meeting of the Board of Directors of the Bethlehem Authority ("BA") was held on September 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. Ian van Halem, Secretary
Mr. Ronald Donchez, Asst. Secretary/Treasurer
Mr. James Broughal, Esq., Broughal & DeVito
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

I. van Halem motioned and R. Donchez seconded to approve the August 14, 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 requested a motion to amend the September's Agenda to include action authorizing the Executive Director to issue a RFP to providers of solar facilities to finance, build, own and operate on a turn-key basis a solar facility to supply power to City operated Water Filtration Plant.

R. Donchez motioned and I. van Halem seconded to amend agenda. Motion passed unanimously.

The Chair reported that he, S. Repasch, and S. Zapf attended the PMAA (PA Municipal Authorities Association) conference at Wind Creek this week. D. Domchek commented on one presentation he thought was the most interesting was on water leakage. The premise was that the foundation for developing an effective program to manage water leakage is the GIS platform. His point was that you can't manage it unless you know what you've got. S. Repasch commented on a session he attended on leadership and human resources and how to

keep staff noting differences in age groups (newer generations tend to stay in a job 3 to 5 years, not necessarily driven by salary or pension, but rather how to advance themselves). S. Repasch also mentioned that PMAA has now launched a podcast that will be broadcast once a week on various topics and D. Domchek suggested that S. Repasch should present some of the good work happening at the BA watershed.

PROPERTY & INFRASTRUCTURE COMMITTEE

Watershed Management:

Solar Project. I. van Halem reported that the P&I Committee and the City met last Friday to go over the proposed solar project at the Water Filtration Plant. There are a lot of details to work out such as the Authority's involvement regarding the land/lease prospective, net meter limits and PP&L lead time on certain equipment. S. Repasch has put together an RFP to send out to vendors to review and provide us with more data so we can make an important decision on how to move forward. After we get the RFPs back and understand what our options are. There is a time limit associated with the tax credits which will make an impact on this decision. S. Repasch also reported that he met this morning with the City's Consultant and Sustainability Manager and shared the draft RFP for their review. R. Donchez motioned and I. van Halem seconded to approve sending RFPs. Motion passed unanimously.

GIS Project. I. van Halem passed around a map provided by S. Repasch showing the access roads that are mapped that will be shared with the public on the website in about two to three weeks. The mapping of all the properties owned by the BA is also progressing nicely and should also be completed in about two to three weeks but this information will not be shared with the public. I. van Halem mentioned that the ultimate goal is to determine the highest and best use of these properties.

FSC Audit. S. Repasch reported that he met with TNC and FSC personnel to conduct an internal audit in anticipation of the FSC audit next year. The meeting went well and TNC was pleased with our forest management activity.

Herbicide Treatment. S. Repasch reported that our forester finished herbicide treatment on several areas over the last several weeks and we are making progress on finding a contractor to herbicide a significant area in the Wild Creek watershed.

S. Repasch also reported that there are some issues regarding the proposed garage at the Wild Creek office. The Towamencin Twp. Zoning Officer is stating that there must be a handicap-accessible bathroom nearby and that the electrical plans must be certified by an electrical engineer. S. Repasch is working on these issues and will report updates.

Consulting Engineer Search. I. van Halem reported that an interview was conducted last Friday and two more firms will be interviewed early next week.

FINANCE COMMITTEE

Investment Summary. S. Repasch presented the Investment Summary as of September 1, 2025. The BRIF is up roughly \$300,000.00 from last month due to liquidation of the SLGS funds in the Construction Fund. The SLGS (State and Local Government Investments) was

established to hedge against any arbitrage (any interest earned, roughly \$221,000.00, is not subject to arbitrage). The Construction Fund shows \$625,000.00 but will drop down after authorization of today's Resolution #515 and brings the City's obligation to over 85% of their Construction Fund projects. \$80,000.00 was added to the Excess Investment Fund to pay for potential arbitrage when the 5-year window closes on the 2022 bond issue.

S. Repasch also mentioned that the 3rd year arbitrage calculation was received from our consultant. C Almeida and S. Repasch are reviewing with a potential call with our consultant to go over some questions.

Controller. J. Filipos' report for the month of August 31, 2025, was circulated and filed with regular interest and expenses recorded.

3Q25 Income and Expense Projections. S. Repasch presented the report showing regular revenue and expenses through August 31, 2025. Revenue is at 35% of budget or \$368,263.00; Professional Services expenses are at 47% of budget or \$40,282.00; Security and Property expenses are at 47% or \$32,035.00; Administrative expenses are 33% or \$296,625.00. Total expenses are 35% or \$368,942.00 of budget. Operating Cash on Hand projected for 9/30/2025 is \$65,811.00. On the Capital Reserve, 35% of budget or \$32,651.00; Total Capital Cash on Hand is \$48,018.00. Projected Fund Totals for all Funds for September 30, 2025, is \$1,193,196.00.

S. Repasch also mentioned that the Finance Committee will be meeting with E. Boscola to discuss the 10-year Capital Plan and next year's Capital Plan funding since the Construction Fund will be depleted. The funds will come from the BRIF, Authority cash and City Funds for Capital Projects in 2026.

Resolution #515 – Approval of Expenses. D. Domchek presented Resolution #515 to the Board for expenses through September 11, 2025, from the General and Reserve Accounts totaling \$38,833.79 and from the Construction Fund totaling \$304,028.00.

S. Zondag motioned and I. van Halem seconded to approve Resolution #515. Motion passed unanimously.

2026 MMO Pension Requirement. S. Repasch presented the 2026 MMO (Minimum Municipal Obligation) for the BA of \$13,245.00 and will be included in the 2026 Budget which is being worked on.

R. Donchez motioned and S. Zondag seconded to approve the 2026 MMO. Motion passed unanimously.

GOVERNANCE & HR COMMITTEE

S. Zondag reported that the Governance Handbook is being updated to include the annual personnel evaluation process and that this year's evaluation process is well underway.

SOLICITOR

Solicitor had no report.

CONSULTING ENGINEER

R. Madison reported he prepared his requisition letter for the Water Capital Invoices for September 11, 2025, and Consulting Engineer's Certificate on the 2022 Bonds that the funds were used as intended.

SPECIAL POLICE

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

WATER REPORT

The water report for the month of August is as filed. E. Boscola reports the reservoirs remain under watch since we have hit another dry spell. If the trend continues, the concern is long term so E. Boscola has reached out to DEP and DRBC about some options relative to Tunkhannock Creek usage and/or limiting flow from the Wild Creek spillway to Beltzville Lake.

CITY OF BETHLEHEM DIRECTOR OF WATER AND SEWER RESOURCES

The Director's Report was filed and circulated reflecting financial status through August 31, 2025. Revenue is on target and expenditures are on target and \$16 Million in the bank.

E. Boscola reported on some highlights:

- Water main replacement job on Garrison Street found 12 lead service lines out of 20.
- The City has engaged a consultant to help with service line inventory starting with a paper review, then a development plan and a good inventory by 2027. After that, a ten-year plan 2027 to 2037 to get rid of all the lead piping in the system.
- There is good and bad news on the 2-Million Gallon reservoir replacement in Lower Saucon Township. The Township exempted the City from all review and permitting requirements, but the bad news is that the 2026 construction schedule will be missed. The tank contractor is already booking for 2027. The plan is to have the design wrapped up soon and then go out for bids.

OTHER BUSINESS

There was no other business.

COURTESY OF THE FLOOR

Mr. Antalics asked if the GIS project is affected by the magnetic North shift. I. van Halem responded that GIS does account for it but most mapping is based off satellites.

NEXT MEETING

The next regular meeting is scheduled for October 9, 2025, at 3:30pm.

ADJOURNMENT

I. van Halem motioned and R. Donchez seconded to adjourn the meeting at 4:24pm. Motion passed unanimously.

Ian van Halem

Secretary