

**BETHLEHEM AUTHORITY**

**Minutes of the Regular Meeting  
Of the Board of Directors  
March 12, 2026**

The regular meeting of the Board of Directors of the Bethlehem Authority (“BA”) was held on March 12, 2026, 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 Ms. Sharon Zondag, Chair.

Also in attendance were:

Mr. Carlos A. Almeida, Vice Chair  
Mr. Ronald Donchez, Treasurer  
Mr. Ian van Halem, Secretary  
Mr. Dennis Domchek, Assistant Secretary/Treasurer  
Mr. James Broughal, Esq., Broughal & DeVito  
Mr. John V. Filipos, CPA, Buckno Lisicky & Company  
Mr. Stephen Repasch, Executive Director  
Ms. Sandra Zapf, Director of Administration  
Mr. Eric Yeakel, Police Officer-In-Charge

**APPROVAL OF MINUTES**

D. Domchek motioned and R. Donchez seconded to approve the February 12, 2025, Re-Organization & Regular Minutes. Motion passed unanimously.

**RECOGNITION OF VISITORS**

Mr. Steve Antalics, Private Citizen  
Mr. Mark Will-Weber, Private Citizen

**COURTESY OF THE FLOOR**

Mr. Will-Weber requested again that The City provide a free downloadable water app for the residents of Bethlehem like thousand of places around the country that already have one for their smart meters. This would allow the consumers to watch their water usage by the hour instead of waiting for their quarterly bill. Mr. Will-Weber shared a video that was made in 2015 in Redmond, Oregon describing how they implemented the water app, showed how it worked and how simple it is to use and will save water. He also presented a three-page summary of his deep dive into water and sewer issues that describes his six takeaways and how strongly he feels The City should implement this system.

**CHAIR**

S. Zondag had no report but asked I. van Halem and R. Donchez their thoughts of the PMAA Board training seminar they attended. I. van Halem was not able to attend but hopes to join C. Almeida at the virtual meeting next month. R. Donchez stated that the agenda was well prepared and the speakers were sound and added valuable information. He particularly thought Mary Fox, who is in charge of the PA State Ethics Commission, was exceptionally outstanding. She gave several case studies of things you would not think would be an issue

but becomes an issue for a board like ours. Another big issue mentioned is cyber hacking and what would happen if it went down. Do we know what the plan is until it gets back up?

## **PROPERTY & INFRASTRUCTURE COMMITTEE**

### **Watershed Management:**

**Solar Project.** I. van Halem reported that The City staff, The City's consultant, S. Repasch met earlier this week to review the revised proposal which includes supplying a smaller solar array and adding battery storage to handle peak demand periods. Some additional editing and tweaking needs to be done but I. van Halem anticipates a yes or no answer from The City within the next several weeks.

**GIS Project.** I. van Halem stated that significant progress has been made regarding the property parcel mapping initiative. It is being tackled County by County, with Monroe already completed, and he believes the rest will be completed in the next month or two. I. van Halem also requested from our forester, his GIS system files showing the work he has completed in order to merge the information together.

**Forestry.** S. Repasch reported that Rankin Smith, BA's Forester, will finally be able to return to our property to continue inventory work and mark up a timber sale in the Long Pond area now that the snow has cleared. After the herbicide treatment is completed at DEFG area, this area is scheduled to be harvested this summer.

**Carbon Credits.** S. Repasch presented the Board with the 1<sup>st</sup> Quarter Update for the carbon project from ANEW. The highlight is that they are anticipating the 54,752 credits sold pending issuance will hopefully be received in the 2<sup>nd</sup> Quarter. Regarding the other 78,124 credits, ANEW has decided to shift their marketing strategy from a pay first to a payment strategy for the buyers to pay over time. They believe it will entice potentially more buyers. ANEW asked for a summary of recent forest management activity, which he provided including slides and a power point presentation of what has occurred in the last couple of years, and they will be adding that into the marketing brochure to potential buyers.

## **FINANCE COMMITTEE**

**Investment Summary.** R. Donchez presented the Investment Summary as of March 1, 2026. In the MRF the balance is \$2,444,111.00 and in the BRIF balance is \$5,219,170.00. Construction and Water Reservoir Funds are at zero; DSRF balance is \$1,353,778.00; Excess Earnings balance is \$188.00. A total trust investment of \$9,028,247.00 and adding the Capital Reserve and Operating Reserve accounts gives total investments of \$10,222,586.00. All investments are in policy compliance as shown on the right-hand side but you'll notice Freedom Capital is above policy limit at 35.35% but all CDs are in fifteen different institutions all under FDIC insurance.

R. Donchez remarked that the Investment Policy is due for updating in the 1<sup>st</sup> quarter 2026 and will review and bring to the next board meeting.

**Bond Document Review.** S. Repasch reported that Bond Counsel has completed a review of the bond documents making suggestions on what can and should be changed and we are now waiting for comments back from their legal department on how we can work with The City

to get that accomplished. Bond Counsel suggested another meeting to review the information prior to moving forward.

**Controller.** J. Filipos' report for the month of February 28, 2026, was circulated and filed with regular interest and expenses recorded. The Operating Account received \$91,250.00 from The City for 1<sup>st</sup> quarter operating expenses; In the MRF, a CD matured and other CD interest was received, totaling \$15,600.00 interest income; In the BRIF, \$20,971.80 was received from the Excess Investment Earnings Account.

**1Q26 Income and Expense Projections.** S. Repasch presented the report showing regular revenue and expenses through February 28, 2026. Revenue is at 10% of budget or \$112,585.00. S. Repasch remarked that the Riverview Dairy Agricultural Lease payment is due in March but he asked them to hold off payment because we do not know what we are doing with their portion of the property regarding the solar array project; In the Professional Services, 10% of budget or \$9,236.00; Security & Property is at 10% of budget or \$6,222.00.00; Administration is at 17% of budget or \$55,128.00. Total Operating Expenses is 15% of budget or \$70,586.00. Anticipated Cash on Hand as of 3/31/26 is \$83,835.00. In the Capital Account, no expenses in February and anticipated Cash on Hand as of 3/31/26 is \$4,728.00. Projected Funds Total for March 31, 2026 are: Operating Account \$83,835.00; Capital Account \$4,728.00; Reserve Accounts \$1,194,339.00. Projected Funds for all accounts at the end of first quarter is \$1,282,902.00.

**Resolution #521 – Approval of Expenses.** S. Zondag presented Resolution #521 to the Board for expenses through March 12, 2026, from the General and Reserve Accounts totaling \$35,815.56.

R. Donchez motioned and C. Almeida seconded to approve Resolution #521. Motion passed unanimously.

### **GOVERNANCE & HR COMMITTEE**

D. Domchek reported there are two action items: The first item relates to the By-Laws. Currently the majority is essentially a simple majority of the board. But since there has been on occasion only three members present, the suggestion would be to require all three members to support or deny the motion. D. Domchek is requesting a motion to add to the By-Laws the wording “if no more than three attend a meeting, to pass official business, three affirming notes are needed”.

C. Almeida motioned and I. van Halem seconded to approve the additional wording to the By-Laws. Motion passed unanimously.

The second item relates to the Mission Statement and specifically the third bullet in regards to Revenue. S. Zondag suggested adding directly after the wording “to create revenue” “for on-going watershed and water system maintenance and improvements.” She wants to clarify the purpose for creating revenue as it relates to the watershed and the delivery system. It was decided not to take action today but to revisit next meeting.

D. Domchek also mentioned several documents in the handbook that should be looked at for review in the first quarter: Internal Accounting Controls, Investment Policy and Gift Policy and requested all board members review and make any suggestions.

**SOLICITOR**

Solicitor had no report.

**CONSULTING ENGINEER**

S. Repasch reported that R. Madison is awaiting information from The City on the appendices that go along with the annual report

**SPECIAL POLICE**

Police report for the month of March 2026 was circulated and filed.

**WATER REPORT**

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

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

The Director's Report was filed and circulated reflecting financial status through February 28, 2026. E. Boscola was not present at the meeting but provided S. Repasch with some highlights to share with the board:

1. The shortfall in revenue in January was primarily due to approximately 2 weeks of receipts received in January that were credited to December 2025. Adjustment will not be made. Hence, the shortfall against the year-to-date projection will continue for the next several months until annual revenues slowly catch up to projections. The Board will ask E. Boscola why no adjustments will be made at the next board meeting.
2. The large capital expense in February was for the bulk of the 4000 meters and RF units ordered for the year.
3. 32 water main breaks occurred in Jan/Feb 2026; a bit higher than in recent years (21 breaks occurred in a 21-day span Jan 23 – Feb 12).
4. Contractor mobilization for the WTP roof replacement is scheduled for the end of March.
5. Bids were received for the 2 mg reservoir replacement. Construction contracts will be on Council's March 17 meeting agenda for approval; 2 contracts totaling \$3,832,600.

S. Repasch mentioned reconciliation of the 2026 Budget is on the Council's March 17th Agenda.

S. Zondag reported that in your packets E. Boscola provided his security update sheets that will be incorporated into Collier's Annual Report.

**OTHER BUSINESS**

There was no other business.

**COURTESY OF THE FLOOR**

Mr. Antalics expressed his dismay when he repeatedly hears the phrase “depending upon The City”. He understands this Authority is unique because it has close ties to the City but questions if they are totally independent.

J. Broughal replied that The Authority is an independent authority. In legal terms, it is an “Instrumentality of the Commonwealth of Pennsylvania.” D. Domchek stated that in his opinion, regarding the whole area of Capital planning and funding, which is absolutely critical to the long-term viability and quality of the water system, this board has worked very effectively with The City, who are the operators, to really make that happen. Of course there are specific areas where we might like to see things done a little bit different or faster but we are taking a look at them on an on-going basis. R. Donchez also stated that The Authority, as an independent authority, is its strength and can make decisions as a separate entity but cannot control The City to follow through on those decisions. But we can do what we believe is right at all times.

**NEXT MEETING**

The next Regular Meeting is scheduled for April 9, 2026, at 3:30pm.

**ADJOURNMENT**

I. van Halem motioned and C. Almeida seconded to adjourn the meeting at 4:29pm. Motion passed unanimously.

*Ian van Halem*  
Secretary