

## **BETHLEHEM AUTHORITY**

### **Minutes of the Regular Meeting Of the Board of Directors April 9, 2026**

The regular meeting of the Board of Directors of the Bethlehem Authority (“BA”) was held on April 9, 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. Stephen Repasch, Executive Director  
Ms. Sandra Zapf, Director of Administration  
Mr. Eric Yeakel, Police Officer-In-Charge  
Mr. Ron Madison, P.E., Colliers Engineering  
Mr. Ed Boscola, City of Bethlehem, Director of Water and Sewer Resources

#### **APPROVAL OF MINUTES**

D. Domchek motioned and R. Donchez seconded to approve the March 12, 2026, Regular Minutes. Motion passed unanimously.

#### **RECOGNITION OF VISITORS**

Mr. Steve Antalics, Private Citizen

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

No there were no comments during Courtesy of the Floor.

#### **CHAIR**

S. Zondag had no report but did want to thank E. Boscola for his response to our request for an update of the security projects and also to the Property & Infrastructure and Finance Committees for working with E. Boscola on those security projects to continue to make progress for us on the 2022 Colliers’ report, which roughly had 20 security projects within an eight-year plan.

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

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

**Solar Project.** I. van Halem reported that The City staff and its consultant met again this week and are still working out the financial details to see if this project will make sense for this specific site. A decision should be made within a month or two. The decision is the City’s to make but BA would be responsible for leasing the project site.

**GIS Project.** I. van Halem stated that significant progress has been made regarding the mapping initiative. All the property mapping for the four Counties that the BA has property in has been completed and are now looking at adding lease layers, i.e., hunting leases; and I. van Halem reported he did receive the forestry GIS information from our forester, specifically, the timber sales and that will be added as well.

**PGC Contractor Access Agreement.** S. Repasch presented an Access Agreement for the contractor for the PA Game Commission to improve some of their new roads they are developing. It would streamline the project significantly if they were able to access their property through our property. The agreement allows them to haul stone through our access gates and roads. This agreement is identical to the agreement we had with a timbering contractor and our solicitor has reviewed and approved this agreement.

R. Donchez motioned and C. Almeida seconded to approve the Contractor Access Agreement. Motion passed unanimously.

**Forestry.** S. Repasch reported that Rankin Smith, BA's Forester, will be busy the next couple of months doing inventory work. His inventory is a rolling inventory so he does an inventory on 10% of the property every year, so every ten years he is re-doing the inventory. In ten years, he will start all over again.

There are two timber sales this year; one that sold last year and will be done this year and another that he will be marking up in the Long Pond area. R. Smith reported that he had a call with some mills and they report that the markets have improved drastically for the type of wood that we will be timbering. So, there was another timbering project that R. Smith had scheduled for next year, but will likely move up to this year to take advantage of the market.

#### **FINANCE COMMITTEE**

**Investment Summary.** R. Donchez presented the Investment Summary as of April 1, 2026. In the MRF the balance is \$2,458,663.00 and the BRIF balance is \$5,232,533.00. Construction and Water Reservoir Funds are at zero; DSRF balance is \$1,353,786.00; Excess Earnings balance is zero. A total trust investment of \$9,045,982.00 and adding the Capital Reserve and Operating Reserve accounts gives total investments of \$10,243,183.00. All investments are in policy compliance as shown on the right-hand side of the report.

S. Repasch reported that he sent the Investment Policy to our Financial Advisor, P.R.A.G., and they reported back without any significant additions or issues just some minor wording edits that will be brought back to the Board for approval next month.

**Bond Document Review.** R. Donchez reported that documentation was received from Bond Counsel and has been reviewed by the Finance Committee and our Solicitor. The Committee will meet in the near term to discuss the information and response back to Bond Counsel.

**Controller.** J. Filipos' report for the month of March 31, 2026, was circulated and filed with regular interest and expenses recorded. In the Operating Account, received \$8,742.00 from Pocono Organics for their agricultural lease and in the MRF, three CDs will be maturing in April.

**1Q26 Income and Expense Projections.** S. Repasch presented the report showing regular revenue and expenses through March 31, 2026. Revenue is at 11% of budget or \$129,858.00. In the Professional Services, 13% of budget or \$11,382.00 and notes that in the projected expense for consulting engineer there is a significant uptick for work to be done for the Annual Report and GIS work and also legal fees for Bond Counsel work and Solicitor's review work; Security & Property is at 13% of budget or \$8,486.00; Administration is at 24% of budget or \$80,318.00. Total Operating Expenses is 21% of budget or \$100,186.00. Anticipated Cash on Hand as of 6/30/26 is \$85,147.00. In the Capital Account, the projected expense of \$5,000.00 should be in Watershed/Office Improvements and not in the GIS Mapping Upgrades; the expense has to do with the garage, i.e., electrical invoice needs to be paid and the UTV will need some additional equipment. With the expected expenses within a couple of months, we will have to transfer funds from the Capital Reserve Account to the Capital Expense Account. Projected Funds for all accounts at the end of 6/30/26 is \$1,282,976.00.

**Resolution #522 – Approval of Expenses.** S. Zondag presented Resolution #522 to the Board for expenses through April 9, 2026, from the General and Reserve Accounts totaling \$41,447.08.

D. Domchek motioned and C. Almeida seconded to approve Resolution #522. Motion passed unanimously.

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

D. Domchek submitted a change as discussed and recommends to adopt the wording to the third item listed on the Mission Statement. The change is to add after "to create revenue" the wording "for the on-going benefit of the watershed and water system".

I. van Halem motioned and R. Donchez seconded to approve the revised wording of the third paragraph on the Mission Statement. Motion passed unanimously.

#### **SOLICITOR**

Solicitor had no report.

#### **CONSULTING ENGINEER**

R. Madison reported that a draft of the annual report was submitted after receiving all the financial and operational data from The City. There are several sections highlighted for discussion and this is the time of year when S. Repasch gets the chance to review it and then get together with City staff and Colliers to get to a final draft to submit to the Board.

#### **SPECIAL POLICE**

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

E. Yeakel presented a sign that the Game Commission made and that we can post in various areas to show we are enrolled in the Hunter Access program. They have our name and a phone number so if anyone has question or sees something, they can call us directly.

### **WATER REPORT**

The water report for the month of March is as filed. The reservoir is recovering with Spring runoff and recent rain is a good sign and hopefully that trend continues.

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

The Director's Report was filed and circulated reflecting financial status through March 202 showing \$17 Million in the Water Operating Fund. E. Boscola reported that he met with the Finance Committee last week to discuss if this report should be done on an accrual basis or cash basis. E. Boscola stated that he feels this report should follow the way The City accounts for Revenue and Expenses on an accrual basis and you can not do an accurate cash balance on a monthly basis. C. Almeida agreed that this report should follow The City's accrual methodology.

In the Capital Fund, E. Boscola reports that not much expense in March 2026 but there is over \$8 Million in encumbrances.

1. The contractor for the new water meters started in March and the goal is another 4,000 replacement meters in 2026.
2. The roof replacement project at the treatment plant has started this week.
3. Contracts are being executed for the 2 mg reservoir replacement with work to hopefully start sometime this summer.

E. Boscola also mentioned that The City has a security platform that is used for all City facilities, Buildings, Police, etc. and it was decided that this platform will be continued for the rest of the water system facilities, keeping SCADA separate from this platform. S. Zondag asked if this change would make it possible to accomplish this by the end of 2026 and E. Boscola said it would be a multi-year project but this should speed up the timeline. The first part is getting an updated cost by the middle of the year and then making a plan to include that in the 2027 budget.

E. Boscola stated he hopes to make a presentation to the Board on the 10-year Capital Plan at the next board meeting.

### **OTHER BUSINESS**

S. Repasch mentioned that he got an e-mail from the attorneys working on the Wind Energy zoning case. They were scheduled to have arguments at the PA Appellate court on May 20<sup>th</sup> but it was postponed because the township's solicitor is not available for that date. No new date has been scheduled. Our solicitor finds this reason unusual at the appellate court level.

### **COURTESY OF THE FLOOR**

R. Madison mentioned that in the State of the City address, Mayor Reynolds went back where we were and are as he was touting the financial picture: The water debt in year 2000 was \$242 Million and in 2026 it's \$53 Million, and is amazed what this Board has accomplished over those years to manage that debt.

**NEXT MEETING**

The next Regular Meeting is scheduled for May 14, 2026, at 3:30pm.

**ADJOURNMENT**

C. Almeida motioned and I. van Halem seconded to adjourn the meeting at 4:15pm. Motion passed unanimously.

*Ian van Halem*  
Secretary

