

**BETHLEHEM AUTHORITY**

**Minutes of the Regular Meeting  
Of the Board of Directors**

**June 8, 2023**

The regular meeting of the Board of Directors of the Bethlehem Authority (“BA”) was held on June 8, 2023, in the Conference Room B504 at City Hall, Bethlehem, PA and remotely via “GoToMeeting”. 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. Thomas Donchez, Secretary  
Mr. Carlos Almeida, Treasurer  
Mr. John Tallarico, Assistant Sec./Treasurer  
Mr. James Broughal, Esq., Broughal & DeVito via teleconference  
Mr. John Filipos, CPA, Buckno Lisicky & Company  
Mr. Stephen Repasch, Executive Director  
Ms. Sandra Zapf, Administrative Assistant  
Mr. Eric Yeakel, Police Officer In-Charge

**APPROVAL OF MINUTES**

T. Donchez moved and C. Almeida seconded to approve the minutes of the May 11, 2023, Regular Meeting. Motion passed unanimously.

**RECOGNITION OF VISITORS**

Mr. Ed Boscola, City of Bethlehem, Director of Water and Sewer Resources  
Mr. Steven Antalics, Private Citizen

**COURTESY OF THE FLOOR**

There were no comments during Courtesy of the Floor.

**CHAIR**

D. Domchek reported that the HR Committee met again on June 6<sup>th</sup> to continue working on the outline for the Operating Manual and then he turned it over to S. Zondag to give a detailed update on what was discussed. S. Zondag reported that the first thing was not to call this document a “manual” as it really is a summary of operations, policies and governances that is adhered to as board members. It will be very succinct, have links to documents and be a great reference for current and future board members. One of the first things the HR Committee worked on was the By-Laws. C. Almeida requested clarification regarding the fidelity bonding of board officers, staff and Controller that is mentioned. J. Broughal reported that the Authorities Act does not require board members to be bonded. S. Repasch stated that the BA does have separate bonds for Treasurer and Staff but not for the Controller as mentioned. Another item for clarification was the amendment notification of the By-Law after 30 days’ prior

written notice. J. Broughal stated this is also not required. The HR Committee will be correcting the language of these items. S. Zondag also mentioned that the Mission Statement will be updated by mining some BA documents, that exist in a couple of different places now, and merge them together to come up with a comprehensive mission. It was suggested to table the action for approving the Amendments to the By-Laws until all revisions are made.

S. Zondag motioned and C. Almeida seconded to table action for the By-Laws Amendments. Motioned passed unanimously.

### **EXECUTIVE DIRECTOR**

**Watershed Management.** S. Repasch reported that there is one timbering project on-going that is about 70% complete. The BA's Forester is diligently working on measuring the 270 plots for the carbon project and expects to be done by the end of June. R. Wildermuth is also measuring plots in the Tunkhannock watershed

S. Repasch mentioned that he attended the Northeast Mid-Atlantic Forest and Water Forum in Edison, NJ and made a presentation, which he believes went over very well. He had several questions and even follow up questions via e-mail. The forum was very well attended from afar away as the Canadian border of Maine all the way down to West Virginia.

**Williams/Transco Pipeline.** S. Repasch reported that construction is well underway; there were a lot of trees cut and pipeline trenches dug and are now getting ready to install pipe.

**2Q23 Income and Expense Projections.** S. Repasch presented the report showing regular revenue and expenses through May 31, 2023. Revenue is at 44% or \$302,194.00 and projected income for the 2nd Quarter is \$210,494.00 which includes anticipated Carbon Revenue at a minimum of \$200,000.00. S. Repasch called several times to inquire when it can be expected and have not heard back. Misc. Income listed is for the Star Property, UGI license fee that is starting up again. Professional Service expenses are at 39% or \$36,874.00; S. Repasch noted that no invoices from our Consulting Engineer have been received for May and June so he contacted R. Madison and he was going to look into it. Security & Property expenses are at 39% or \$24,553.00; Administrative expenses are at 22% or \$117,811.00. Total expenses are 26% or \$179,238.00. Projected Operating cash on hand for June 30, 2023 is \$319,325.00. On the Capital Reserve side, total expenses through May 31, 2023, are at 76% or \$49,577.00; anticipated expenses include legal fees for wind energy and PFH&F. Total projected Capital Reserve cash on hand as of June 30, 2023, is \$98,775.00 and Total projected cash on hand on June 30, 2023, is \$1,337,248.00.

### **TREASURER**

**Investment Summary.** C. Almeida presented the Investment Summary as of June 1, 2023. All investments fall within the guidelines of the investment policy.

**Controller.** J. Filipos' report for the month of May 31, 2023, was circulated and filed with regular interest and expenses recorded. In the Operating account, received \$9,725.00 from timber sales; In the Construction Fund, \$210,440.00 was paid for Water Capital invoices. In the

BRIF, \$189,398.75 was transferred into this account from the 2022 DSF and \$64,761.25 was paid for Water Capital invoices. Payment from the COB of \$3,929,618.00 was received to pay May's Debt Service obligations for the 1998 CABS and 2022 Revenue Bond.

**Resolution 487 – Approval of Expenses.** C. Almeida presented Resolution 487 to the Board for expenses through June 8, 2023, from the General and Reserve accounts totaling \$29,332.94 and \$5,207.15 from the Construction Fund for Water Capital Expenses.

T. Donchez motioned and J. Tallarico seconded to approve Resolution 487 as presented. Motion passed unanimously.

### **SOLICITOR**

J. Broughal had no report.

### **CONSULTING ENGINEER**

S. Repasch reported in R. Madison's absence that he is working on the Annual Report after meeting with Authority and City Staff to review the first draft of the report.

### **SPECIAL POLICE**

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

### **WATER REPORT**

The Water Report for the month of May 2023, was created and filed by E. Boscola. The reservoirs are at a combined capacity of 100.55%. The levels are starting to come down below the spillway given the lack of rain recently but obviously will watch closely going forward. The precipitation numbers are down around 5" from last year and if this continues it could be a concern going into the Fall.

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

The Director's Report was filed and circulated reflecting financial status through May 31, 2023. E. Boscola reports that revenues and expenses are on target. Debt service payments were made and \$9.5 Million of cash in the bank.

Major capital expenditures for May include:

- a. Replaced to-date about 230 lead service lines, E. Boscola believes they will exceed their goal for the year
- b. Meter replacement project will start in earnest in July; focus will be South Side, some of Fountain Hill and into Freemansburg
- c. Fence at Wild Creek is scheduled to start June 15<sup>th</sup>

E. Boscola stated that the loss of water report will be looked at to see what items might be budgeted for next year.

### **OLD BUSINESS**

- **Sky Lantern Legislation** – Nothing new to report.
- **Palmerton F&HA** – Nothing new to report. Still waiting on judge's decision.

- **Water System Security** – Fencing at Pohopoco is scheduled to start in June.
- **Interconnection Evaluation.** E. Boscola is getting estimates on cost for the proposed interconnection improvements. S. Repasch is working on some agreement language, and J. Broughal has offered his services, to put together a draft of an agreement with LCA and Eastern Suburban.

#### **OTHER BUSINESS**

There was no other business.

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

S. Antalics asked if there was any real interest in pursuing the possibility of the BA becoming an independent authority. D. Domchek stated he didn't think there was any major driving force to pursue that idea.

#### **NEXT MEETING**

The next regular meeting is scheduled for July 13, 2023, at 3:30pm.

#### **ADJOURNMENT**

C. Almeida motioned and T. Donchez seconded to adjourn the meeting at 4:15pm. Motion passed unanimously.

*Thomas Donchez*  
Board Secretary