

BETHLEHEM AUTHORITY
Minutes of the Regular Meeting
Of the Board of Directors
February 8, 2024

The regular meeting of the Board of Directors of the Bethlehem Authority (“BA”) was held on February 8, 2024, in the Conference Room B504 at City Hall, Bethlehem, PA and remotely via Microsoft “Teams”. The meeting was called to order at 3:30 PM by Mr. Dennis Domchek, Chair.

Also in attendance were:

Ms. Sharon J. Zondag, Vice Chair via teleconference
Mr. Thomas Donchez, Secretary via teleconference
Mr. Carlos Almeida, Treasurer
Mr. John Tallarico, Assistant Secretary/Treasurer
Mr. James Broughal, Esq., Broughal & DeVito via teleconference
Mr. John Filipos, CPA, Buckno Lisicky & Co.
Mr. Ron Madison, Colliers Engineering & Design
Mr. Stephen Repasch, Executive Director
Ms. Sandra Zapf, Administrative Assistant
Mr. Eric Yeakel, Officer-In-Charge

APPROVAL OF MINUTES

J. Tallarico moved and C. Almeida seconded to approve the minutes of the Reorganization & Regular Meetings. Motion passed unanimously.

RECOGNITION OF VISITORS

Mr. Ed Boscola, City of Bethlehem, Director of Water & Sewer Resources
Ms. Suzanne Zitzman, Colliers Engineering & Design
Ms. Julia Wolanski, Colliers Engineering & Design
Mr. Steven Antalics, Private Citizen

COURTESY OF THE FLOOR

There were no comments during Courtesy of the Floor.

CHAIR

The Chair reported that the newly appointed Authority Council Liaison for the City of Bethlehem is Bryan Callahan. Mr. Callahan met with several Board members prior to the meeting and informed them that due to work related issues it will be challenging for him to make a lot of the meetings. It was agreed that if there are subjects that we feel he should be aware of he could meet with S. Repasch or the Board at a mutually agreed time.

PROPERTY & INFRASTRUCTURE COMMITTEE

Watershed Management. S. Repasch introduced S. Zitzman and J. Wolanski from Colliers Engineering & Design and they shared a Power Point presentation on the GIS platform that the BA currently has and what they propose to update and/or add.

Some highlights of work proposed: Update the Story Map and design on the website; staff training and documentation; develop an archive system; tracking of environmental resources; request NPMS and drinking water data and upload to GIS; implement hazard mapping tools; standardize asset mapping; and share and invite connection between BA and COB GIS program.

The goal is for the BA and COB to work together by utilizing the web environment and be able to access the same data. Other benefits will be to know where all the underground utilities are, how old they are, where line breaks occur, and the Asset Management program can be tied into the GIS program which helps with Capital Planning and Risk Assessment.

S. Repasch reported that on January 26th, a meeting with himself, our Forester Rankin Smith, E. Yeakel, The Nature Conservancy (TNC) and PA Game Commission was held to outline the planned prescribed burns for the coming years in the Long Pond area. Discussions included pre-burn management practices – whether the area needs to be mowed first or not and which stands will be ignited by backpack or drones.

S. Repasch also reported that on March 27th, 20 or so members of the Forest Stewardship Council (FSC) are planning a site visit to view our properties.

S. Repasch also mentioned that another proposal from the same developer interested in starting a Bio-Char project was received that moved the burning and production off of BA property. However, the terms of his agreement did not meet our expectations. This item is being tabled for now.

S. Repasch also brought up that he, our Forester and the TNC are working on funding for watershed management projects and there is a strong possibility of getting between \$20,000 to \$30,000 through the National Fish and Wildlife Foundation for this year and next.

FINANCE COMMITTEE

Investment Summary. C. Almeida presented the Investment Summary as of February 1, 2024. In January, two CDs in the BRIF account matured and were reinvested at rates of 4.75% and 5.05%. All investments fall within the guidelines of the investment policy.

Controller. J. Filipos' report for the month of January 31, 2024, was circulated and filed with regular interest and expenses recorded. In the Operating Account, \$91,250.00 was received from the COB for operating expenses. In the Construction Fund, \$8,008.98 was used to pay Water Capital Invoices for January.

1Q24 Income and Expense Projections. S. Repasch presented the report showing regular revenue and expenses through the end of January 31, 2024. Revenue is at 14% of budget or \$102,751. Professional Service expenses are at 7% or \$6,833; Security & Property expenses are at 5% or \$3,175; Administrative expenses are at 4% or \$23,299. Total expenses are 5% or

\$33,307 and Operating Cash on hand as of March 31, 2024 of \$59,919. On the Capital Reserve budget, there were no expenses in January but are projecting \$3,700 of expenses by the end of the quarter. Total projected Capital Cash on hand as of March 31, 2024 is \$163,455; Total projected cash on hand as of March 31, 2024 for all funds is \$1,272,375.00

Resolution 495 – Approval of Expenses. D. Domchek presented Resolution 495 to the Board for expenses through February 8, 2024, from the General and Reserve accounts totaling \$39,666.53 and \$439,848.02 from the Construction Fund for Water Capital Expenses.

C. Almeida motioned and J. Tallarico seconded to approve Resolution 495 as presented. Motion passed unanimously.

GOVERNANCE & HR COMMITTEE

S. Zondag mentioned that the Handbook and Investment Policy are up for review this year and an adoption date is needed for the gift policy.

SOLICITOR

J. Broughal had no report.

CONSULTING ENGINEER

R. Madison commented that he expects The City will have their year-end close numbers and then he can start on the financials for the Annual Report.

SPECIAL POLICE

Police report for the month of February was circulated and filed. E. Yeakel also reported that he and E. Boscola recently attended a 2-day seminar on Waste Water Disaster Management sponsored by FEMA. The course focused on how to prepare, respond and recover from an unexpected event.

WATER REPORT

The Water Report for the month of January 31, 2024 was not available but E. Boscola assumes the reservoirs are full due to recent rainfall.

CITY OF BETHLEHEM DIRECTOR OF WATER AND SEWER RESOURCES

The Director's Report was filed and circulated reflecting financial status through January 31, 2024. In the Water Operating Fund, some initial expenditures and carryovers from last year are shown but tend to even out over the course of the year. Over \$12 Million in cash and investments. In the Water Capital Fund, balance of \$5.2 Million in cash and investments.

E. Boscola reported on some highlights:

- Contractor is working on relocating the 36" transmission main on Willowbrook Road, Allen Twp. in support of the County's effort to replace a bridge.
- Contractor is finishing up this phase of the lead service line project with roughly 350 lines replaced. Another list will be put together and then will apply to PennVest for more funds.
- Gear up to do second year meter replacement; 4,000 meters were replaced in 2023 and goal is to replace another 4,000 in 2024.

- S. Repasch mentioned a meeting should be scheduled with the Board Finance Committee and E. Boscola once the capital budget reconciliation is done in February. E. Boscola is working on updating the 10-year Capital Plan and anticipates having that out to the Board by the March meeting.

OTHER BUSINESS

No other business.

COURTESY OF THE FLOOR

S. Antalics wanted the Board to know that there are residents attending City Council meetings that are critical of the City's Water and Sewer Resources Department for its handling of customer issues related to water meter discrepancies. They also created a social media platform that is gaining momentum locally and regionally and he is concerned that the Authority maybe unfairly criticized as well.

NEXT MEETING

The next regular meeting is scheduled for March 14, 2024, at 3:30pm.

ADJOURNMENT

C. Almeida motioned and J. Tallarico seconded to adjourn the meeting at 4:35pm. Motion passed unanimously.

Thomas Donchez
Board Secretary