

## **BETHLEHEM AUTHORITY**

### **Minutes of the Regular Meeting Of the Board of Directors November 8, 2018**

The regular meeting of the Board of Directors of the Bethlehem Authority (“Authority”) was held on November 8, 2018, in Room B504, City Administration Building, 10 E. Church Street, Bethlehem, PA. The meeting was called to order at 3:30 PM by Ms. Sharon Zondag, Authority Chair. Also in attendance were:

Mr. Thomas Donchez, Vice Chair  
Mr. Dennis Domchek, Treasurer  
Mr. John Tallarico, Assistant Secretary/Treasurer  
Mr. James Broughal, Esq., Solicitor  
Mr. John Filipos, CPA, Controller  
Mr. Stephen Repasch, Executive Director  
Ms. Sandra Zapf, Administrative Assistant  
Mr. Steve Mertz, Officer/Ranger

#### **APPROVAL OF MINUTES**

J. Tallarico moved and T. Donchez seconded to approve the minutes of the October 11, 2018, regular meeting. Motion passed unanimously 5-0.

#### **RECOGNITION OF VISITORS**

Mr. Ron Madison, PE, Maser Consulting and Authority Consulting Engineer

**There were no comments during Courtesy of the Floor.**

#### **CHAIR**

S. Zondag reported that Sandy Reppert, the former Administrative Assistant, sent a nice note thanking the Board for the kind gifts and well wishes.

S. Zondag called for a vote to affirm the e-mail approval of the new Administrative Assistant, Sandy Zapf. D. Domchek moved and T. Donchez seconded to approve appointment. Motion passed unanimously 5-0.

#### **EXECUTIVE DIRECTOR**

**Wind Energy Project.** S. Repasch reported that December 17<sup>th</sup> is the scheduled Penn Forest Twp. Zoning Board meeting where a final decision on the second application should happen. The project will likely be turned down and then J. Broughal stated that if this does occur, Atlantic Wind will file appeals to eventually get a favorable decision.

**Forestry Management.** S. Repasch reported the final calculations on the carbon revenue for 2017, less expenses and TNC's 30%, is \$261,670.00.

Timbering on the Wild Creek property is continuing but progress has been slow due to very wet weather conditions.

Several weeks ago, The Natures Conservatory held their 13 State Regional Annual Retreat and Meeting at the Stroudmore Hotel and as part of their agenda met with S. Repasch and S. Mertz. They visited several wooded management areas in the Long Pond area and were extremely pleased with what BA was doing.

S. Repasch received one proposal for \$1,550.00 from John Lile for purchase of the fire tower. Upon a few clarifications and written agreement from J. Broughal, J. Tallarico moved and D. Domchek seconded. Conditional motion passed 5-0.

**Land Use Policy.** S. Repasch stated that more final touches to the policy have been made. D. Domchek suggested one more clarification to the sentence that reads "maintain parcels" be changed to "maintain current leases for parcels". J. Tallarico moved and D. Domchek seconded to approve land use policy. Motion passed unanimously 5-0.

**Water Supply Study.** S. Repasch stated that preliminary pricing estimates for the inspections of the portals in the tunnels should be forthcoming by the next board meeting from AECOM and Maser Consulting. Once received, a more detailed Scope of Work needs to be formulated in order to request formal proposals.

R. Madison reported that on their annual inspection they focused on the portals. Three of the four portals were accessible and confirmed that there is an opportunity to gain access but will require wet taps to keep the tunnels in service while investigated. He believes that the necessary prepping will be a good chunk of the upfront cost due to special attention that must be made because of the age of the tunnel system.

**2017 Authority Audit Opinion Letter.** S. Repasch reported that the audit opinion letter from Maher Duessel on the Authority's financial activities for 2017 was received and circulated to the Board. The letter report indicated another clean audit. J. Tallarico moved and T. Donchez seconded to accept Authority's 2017 audit opinion letter. Motion passed unanimously.

S. Repasch also received a paper copy of the City of Bethlehem's 2017 audit. He will request a pdf and will distribute to anyone interested in receiving.

**Pension Obligation.** S. Repasch has a call into PMRS to see if Sandy Reppert's leaving has any impact on the obligation and requests any action be tabled until next month. J. Tallarico moved and D. Domchek seconded to table. Motion passed unanimously.

**4Q18 Income and Expense Projections.** S. Repasch stated that the October report was not completed in time for board meeting. It will be finished shortly and distributed for next meeting.

**Expense Budget Comparative.** S. Repasch stated that the October report was not completed in time for the board meeting. It will be finished shortly and distributed for next meeting.

**2019 Authority Budget.** S. Repasch stated that an updated draft budget, with all comments and suggestions from the board members, will be distributed to the Board prior to the next board meeting.

## **TREASURER**

**Financial Planning.** D. Domchek, V. Gower and S. Repasch met with E. Boscola and PFM, financial advisors for the City of Bethlehem, and went through their updated analysis and suggestions on how the City might finance roughly \$33 Million project related activities. Their numbers are getting close but were asked to sharpen their pencils and see what they could do to bring the annual payments closer to what the City is currently paying. Another meeting is scheduled for the end of November. After more details and discussions are forthcoming, future plans on how to proceed will need to be discussed.

**Investment Summary.** D. Domchek reported that the investment portfolio is substantially the same as reported last month. There are four CD's with the local banks that mature in November totally over \$2 million. They will be bid as we typically do and will report back at December's meeting.

**Controller.** J. Filipos's report for the month of October, 2018, was circulated and filed. He noted that \$5,738.40 was deposited to BRIF from PLGIT. November is also a big month for a Debt Service payment and J. Filipos will check to make sure the money is in the account.

**Resolution 425 – Approval of Expenses.** S. Zondag presented Resolution 425 to the Board for the payment of expenses and transfers from the General and Reserve accounts totaling \$44,295.31.

One clarification: Backwoods Outdoor Center's invoice for \$1,682.05 was for repair to old ATV.

J. Tallarico moved and T. Donchez seconded to approve Resolution 425 as presented. Motion passed unanimously 5-0.

## **SOLICITOR**

J. Broughal had nothing new to report except in the Executive Session.

## **CONSULTING ENGINEER**

R. Madison had nothing new to report.

## **SPECIAL POLICE**

Officer S. Mertz's report for the month of November was circulated and filed. The officers are very grateful to the Board for the purchase of the new UTV which have made it much easier to access and patrol the lands with all this wet weather.

S. Zondag was curious if the Board ever received any reports from the many outside study groups. S. Mertz says he does request the reports but they do not send them. S. Zondag

suggested that we try to receive the reports so that we could share the stories of what happens on our lands on our website.

### **WATER REPORT**

The Water Report for the month of October, 2018, was not created but S. Repasch reported the reservoirs are more than full due to a very wet fall.

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

The Director's Report was circulated with no discussion. Highlights of the report include:

- The first two AMI radio towers were erected in October (South Mtn and 5 MG NE Tank); communication link established; start-up and training to follow; anticipate first meter reads in 1<sup>st</sup> quarter 2019 via the new central receiving stations.
- Mayor will release the 2019 budget on November 9. Water Fund is balanced with \$21.3M revenue/expenses, plus \$3.4M in capital; budget hearing before City Council scheduled December 3.
- All major work on Willowbrook Rd is now complete; there was a major shutdown of the Howertown South transmission main on Oct 24-25 for repairs which caused significant pressure reduction throughout west Bethlehem. This is the first time anyone can remember shutting down one of our two transmission mains. All things considered, it went about as well as expected.
- Discussions are ongoing with financial advisors on options for taking on new debt to fund water capital for next 10 years.

### **COURTESY OF THE FLOOR**

There were no comments during Courtesy of the Floor

### **NEXT MEETING**

The next regular meeting is scheduled for December 13, 2018, at 3:30pm.

### **ADJOURNMENT**

T. Donchez moved and J. Tallarico seconded to adjourn the meeting and go into Executive Session to discuss a matter with potential litigation at 4:11pm.

