

BETHLEHEM AUTHORITY

Minutes of the Regular Meeting Of the Board of Directors April 11, 2019

The regular meeting of the Board of Directors of the Bethlehem Authority (“Authority”) was held on April 11, 2019, in Room B504, City Administration Building, 10 E. Church Street, Bethlehem, PA. The meeting was called to order at 3:31 PM by Ms. Sharon Zondag, Authority Chairperson. Also in attendance were:

Mr. Thomas Donchez, Vice Chairperson (via phone)
Mr. Vaughn Gower, Secretary
Mr. Dennis Domchek, Treasurer
Mr. John Tallarico, Assistant Secretary/Treasurer
Mr. James Broughal, Esq., Solicitor
Mr. Stephen Repasch, Executive Director
Ms. Sandra Zapf, Administrative Assistant
Mr. Steve Mertz, Officer/Ranger

APPROVAL OF MINUTES

V. Gower moved and J. Tallarico seconded to approve the minutes of the March 14, 2019, regular meeting. Motion passed unanimously 5-0.

RECOGNITION OF VISITORS

- Mr. Stephen Antalics, private citizen
- Mr. Ron Madison, PE, Maser Consulting and Authority Consulting Engineer
- Mr. Ed Boscola, City of Bethlehem Director of Water and Sewer Resources
- Mr. Gene Auman, City of Bethlehem Deputy Controller
- Ms. Amanda Schumacher, Borton-Lawson Engineering

COURTESY OF THE FLOOR

Mr. Steve Antalics reported that the Towamensing Historical Society is applying for a historical designation plaque for buildings inside the Wild Creek Reservoir and strongly suggested the Authority make a contribution to help with the cost. The Authority advised Mr. Antalics to have someone from the Historical Society contact S. Repasch for further information.

Ms. Amanda Schumacher introduced herself and her company, Borton-Lawson Engineering, and expressed interest in being considered to submit proposals for any projects being offered by the Authority.

CHAIR

The chairwomen had no report.

EXECUTIVE DIRECTOR

PFHA Boundary Project. S. Repasch reported that Art Swallow & Associates have completed up to Task 4 of their surveying proposal. S. Repasch then presented another proposal from Art Swallow for the legal aspects of the Palmerton Hunting survey boundaries in conjunction with Broughal & DeVito. V. Gower motioned and D. Domchek seconded to approve Art Swallow's proposal. Motion passed unanimously 5-0. An invoice from Art Swallow's office has been received for legal work that has already taken place. One meeting between S. Repasch, Leo DeVito and Art Swallow in which documents and maps were prepared and sent to the Hunting Club's surveyor; another meeting between Art Swallow and the Club's surveyor.

Forestry Management. S. Repasch reported that timbering on new project is 40% complete and two additional projects in Tunkhannock area will follow.

The Department of Agriculture sent an agreement for treatment of the spotted lantern fly and J. Broughal made some corrections and sent it back. The Authority has not heard back from the Department; S. Repasch will follow up. If no help from the Dept. of Agriculture is forthcoming, R. Wildermuth knows which four trees to treat and what treatment is needed and will coordinate with E. Boscola's staff to do the work, which should only take ½ day.

The chestnut restoration project is scheduled for Earth Day, Monday, April 22nd. S. Repasch contacted the Morning Call, Lehigh Valley Live and Pocono Record papers and they all seemed interested in covering it. The Appalachian Mountain Club also expressed interest in volunteering to help plant 300 chestnut and 150 red and white oak seedlings.

Property Inventory.

S. Repasch informed that the ½ acre property purchase in the "El-Do Lakes" development for \$25,000 was settled.

Property Adjoiner. S. Repasch reported that a staff training session to link the ESRI and GIS mapping programs is scheduled for Thursday, April 18th between R. and C. Wildermuth, S. Repasch, D. Meixell and S. Mertz.

Tunnel Inspection. A site visit with S. Repasch, R. Madison and Pure Technologies occurred on Wednesday, April 10th to investigate the site conditions for feasibility of tunnel inspection. A report outlining the three levels of data collection should be presented by the next board meeting.

Fire Tower Sale. S. Repasch stated that the buyer is scheduled to visit the site on Friday, April 19th and his goal is to have the tower taken down in the first two weeks in May.

Solar Energy Project. A representative from Sun Vest sent another proposal for a solar project at the water filtration plant. The proposal is a 25-year contract and purchasing electricity at 5.9

kWh which is higher than the 5.0 kWh they are paying now. E. Boscola believes it comes down to if the COB and the Authority want to show a good faith effort in using renewable energy. E. Boscola and staff and the COB's energy consultant are reviewing the proposal.

1Q19 Income and Expense Projections. S. Repasch presented another revision to the new format for simplification incorporating this report and the Expense Budget Comparative for April 2019. Explanations and clarifications were discussed and some minor changes will be made.

TREASURER

Financial Planning. D. Domchek, V. Gower and S. Repasch had a teleconference meeting with S. Goldfield on April 10th to discuss the various financial options regarding the 10 year, \$50 Million Capital Improvement Plan. S. Goldfield has identified a couple of opportunities to eliminate or significantly reduce the refinancing of the CABS, as well as reduce the overall costs of financing and reduce the amount needed to borrow while maintaining the Debt Service to around \$8.5 Million. Although this is encouraging, there are complex legal issues associated with being able to do this so further work needs to be done. S. Goldfield is working with the Bond Council and Trustees to come up with a definitive answer if this can be achieved. S. Goldfield will be updating his model and sharing with S. Shearer so they are working on the same direction and same issues. A meeting with the Bond Council is scheduled for April 22nd.

Investment Summary. D. Domchek reported that the Investment portfolio shows three CD's maturing in May, two in the BRIF and one in the MRF, and further info will be forthcoming regarding them. The Investment Summary, Under Act 72, shows four banks under the 10% investment ceiling as per the updated investment policy.

Controller. J. Filipos' report for the month of March, 2019 was circulated and filed.

Resolution 431 – Approval of Expenses. S. Zondag presented Resolution 431 to the Board for the payment of expenses and transfers from the General and Reserve accounts totaling \$69,289.93.

V. Gower moved and J. Tallarico seconded to approve Resolution 431 as presented. Motion passed unanimously 5-0.

SOLICITOR

J. Broughal had no report.

CONSULTING ENGINEER

R. Madison stated that his firm received the Final 2018 Financial Reports from the COB and has incorporated them into his draft of his annual report. He anticipates having his annual report available for May's board meeting.

SPECIAL POLICE

Officer S. Mertz's report for the month of April was circulated and filed. S. Mertz had two additional items to report.

- 1) It was reported to D. Meixell that Big Foot was sighted on the property.
- 2) When the City crew was out painted and marking property lines, it was discovered on a tax map that a piece of property on the northern boundary side of the property is Authorities' land. S. Mertz needs to get the City crew to mark this property.

WATER REPORT

The Water Report for the month of March, 2019, was created and filed by E. Boscola. The reservoirs are at a combined capacity of 100.90%.

CITY OF BETHLEHEM DIRECTOR OF WATER AND SEWER RESOURCES

The Director's Report was filed and circulated.

Highlights of the report include:

- The cash balance in the Operating Fund is about \$7.5 Million as of March 31, 2019.
- Attached for reference is the COB's Water Cash Balance History showing a higher than average amount for this time of year. E. Boscola will suggest transferring \$2 Million to the Capital Fund at the City Council Meeting where he expects that will be approved.

COURTESY OF THE FLOOR

There were no comments during Courtesy of the Floor.

NEXT MEETING

The next regular meeting is scheduled for May 9, 2019, at 3:30pm.

ADJOURNMENT

T. Donchez moved and J. Tallarico seconded to adjourn the meeting at 4:33pm.

Vaughn C. Gower

Board Secretary