

BETHLEHEM AUTHORITY
Minutes of the Regular Meeting
Of the Board of Directors
March 14, 2019

The regular meeting of the Board of Directors of the Bethlehem Authority (“Authority”) was held on March 14, 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
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 February 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
- Mr. Nate Jastremski, Bethlehem Press

COURTESY OF THE FLOOR

There were no comments during Courtesy of the Floor.

CHAIR

S. Zondag presented the Authority’s Employee Work and Benefits Handbook for approval. V. Gower moved and D. Domchek seconded to approve the handbook. Motion passed unanimously 5-0. S. Zondag stated this handbook will be reviewed annually. During the summer the pension and long-term disability items will be re-visited.

EXECUTIVE DIRECTOR

Forestry Management. S. Repasch reported that timbering was going well for the last three weeks with the ground frozen and markets strong, however now with rain forecasted and the ground thawing, timbering could slow down again.

The chestnut restoration project is scheduled for Earth Day, Monday, April 22nd. S. Repasch has contacted Northampton Community College, Monroe Campus, for volunteers to help with planting seedlings and is waiting to hear back from them. Several Board members expressed interest in helping.

Property Inventory.

S. Repasch requested a motion to ratify the purchase of the ½ acre property in the “El-Do Lakes” development for \$25,000 that was agreed upon via e-mail correspondence. V. Gower motion and D. Domchek seconded. Motion passed unanimously 5-0. J. Broughal stated that there are three hurdles involved in the closing of this property. The first is that the Home Owner’s Association is claiming the property is located in a “planned community” however it doesn’t appear that the HOA ever created a declaration of a planned community and therefore cannot collect annual fees. The second situation is that the property has two mortgages; one for \$200,000.00 and \$140,000.00 and J. Broughal is waiting to hear from the seller’s agent if the lenders will provide releases for the sale of property. The third obstacle is that the owner is deceased and it is unknown if there is an appointed representative to grant the sale of this property. J. Broughal will investigate further and advise.

S. Repasch reported that another property that is partially or completely in the watershed has come up for sale. A map and property description was distributed showing the property, referred to as the “Smith” property, is 6.74 acres with a house. It was decided that S. Repasch will inquire if the owners would be interested in sub-dividing around 2 acres so that the Authority could consider purchasing those acres. More information will be forthcoming from S. Repasch for discussion.

S. Repasch informed the Authority that the map distributed showing the Smith property is a preliminary example of the property adjoiner inventory that C. and R. Wildermuth are working on. A work session will be scheduled in the coming weeks for staff training on mapping with the GIS system.

Tunnel Inspection. S. Repasch indicated that due to ground conditions a site visit to the tunnel portals with our Consulting Engineer and a representative of an in-situ inspection firm will be deferred until early April. Therefore work on a Request for Proposals (RFP) will be on hold until the site visit is completed. S. Repasch mentioned that AECOM will likely not be providing an RFP for this work as they believe an adequate inspection cannot be completed without shutting down the system. R. Madison stated that the technology is available for inspections while keeping the system running but will look into the affordability of such an inspection and will present to the Board.

Fire Tower Sale. S. Repasch stated that the buyer is planning on coming up the last week in March and then will provide a plan for removal.

Wind Energy Project. Both the Authority and Atlantic Wind appealed the Penn Forest Township (PFT) Zoning Board's decision on the second application. J. Broughal also stated that PFT intervened. More discussions will occur in Executive Session immediately following this regular meeting.

1Q19 Income and Expense Projections. S. Repasch presented the new format incorporating this report and the Expense Budget Comparative for March 2019. Explanations and clarifications were discussed and revisions regarding column placement will be implemented.

Reassessments. S. Repasch advised that reassessment notification letters were received from Monroe County for properties owned by the Authority. This issue will be discussed next month.

TREASURER

Financial Planning. S. Shearer from PFM is still working on a revised set of options based on comments from the Authority's FA, Steve Goldfield. It is anticipated that the next draft will be available shortly for discussion. V. Gower and D. Domchek stated they will assist if desired but believe S. Goldfield and S. Shearer should continue working for a cohesive plan.

Investment Summary. In February, four CD's matured and the money was deposited into the Federated Treasury Money Market Fund. Four new CD's were purchased in early March; two for \$375,000.00 each for 9 months and two for \$375,000.00 each for 12 months. These new investments are consistent with our new adopted policy of fewer than 10% for each institution.

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

Resolution 430 – Approval of Expenses. S. Zondag presented Resolution 430 to the Board for the payment of expenses and transfers from the General and Reserve accounts totaling \$42,019.36.

D. Domchek moved and V. Gower seconded to approve Resolution 430 as presented. Motion passed unanimously 5-0.

SOLICITOR

J. Broughal had no report..

CONSULTING ENGINEER

R. Madison stated that a draft of the annual report should be available for April's board meeting.

SPECIAL POLICE

Officer S. Mertz's report for the month of March was circulated and filed.

WATER REPORT

The Water Report for the month of February, 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 \$6.4 Million as of February 28, 2019. E. Boscola explained that the COB anticipates having to draw on the BRIF in April or May
- Attached for reference is the COB's survey of neighboring water utilities rates for comparison.

COURTESY OF THE FLOOR

R. Madison asked if the Authority's Investment Policy was public as he would like to share with client for a reference. J. Broughal stated that is was public information and can be provided.

NEXT MEETING

The next regular meeting is scheduled for April 11, 2019, at 3:30pm.

ADJOURNMENT

T. Donchez moved and J. Tallarico seconded to adjourn the meeting at 4:25pm and go into Executive Session to discuss a matter with potential litigation.

EXECUTIVE SESSION

The session was called to order at 4:26pm and was adjourned at 5:01pm.

Vaughn C. Gower

Board Secretary