

Northampton, Bucks County, Municipal Authority

Minutes of the Public Meeting held on March 4, 2015

Members Attending: Edward Farling III, Chairman
Vincent Deon, Vice Chairman
Michelle Held, Treasurer
John T. Jim, Secretary
Charles Rehm, Assistant Secretary-Treasurer - absent

Others Attending: Thomas A. Zeuner, Executive Director
Edward Rudolph, Esquire, Solicitor - absent
Noah Marlier, Esquire, Solicitor
Christopher Walker P.E., Pennoni Assoc. - absent
Eileen Silver, Northampton Township Liaison
Debra Wirtz, Executive Assistant

Mr. Farling, Chairman, called the meeting to order at 7:30 p.m.

1. Pledge of Allegiance

Chairman Farling led the Pledge of Allegiance and requested a moment of silence for our service men and women in harm's way.

2. Executive Directors Report

Mr. Zeuner gave an update on the following topics:

The Authority met for two workshops since our last Board meeting. The 1st workshop was with HRG Inc. on February 24, 2015 regarding their professional services study of sanitary sewer costs. The 2nd workshop held yesterday, March 3rd, 2015, with the Auditor of the Authority, Bee Bergvall and Company with the purpose of providing information relating to the financial audit of the Authority for fiscal year 2014. Both of these were informational workshops only with no deliberations. It would be appropriate for the Board to acknowledge that the auditor had no areas of concern or compliance issues. Upon that acknowledgement by the Board, the Authority administration will post the report on our website and provide copies to our Bond trustee and other professionals.

A motion (Deon-Jim) made acknowledging that the Authority Auditors (Bee Bergvall & Co.) had no areas of concern or compliance issues passed with 4 Ayes.

Professional Services:

Mr. Zeuner stated that in the Board packet a proposal was provided for professional services for the feasibility and cost estimation of architectural services for the Authority from Phillips Donovan Architects of Bedminster, PA. The Executive Director is seeking Board approval to engage the firm for this limited scope of work in accordance with their proposal dated February 24, 2015.

The Board had a detailed discussion regarding the feasibility study.

A motion (Deon-Farling) made for the Northampton, Bucks County, Municipal Authority to engage the professional services of Phillips Donovan Architects of Bedminster PA for a feasibility and cost estimation for architectural services for the Authority dated February 24, 2015 passed with 4 Ayes.

Advertising:

The Authority is now using the Delaware Valley Advance for required advertising for the Authority. The cost is significantly less than our prior provider.

F.O.G. (Fats, Oils & Grease)

The Authority was informed by Bucks County Water and Sewer Authority that a F.O.G. (fats, oils & grease) problem occurred at one of the siphon chambers as it enters the Neshaminy Interceptor. Since all of the flow to that sanitary sewer siphon chamber originates from customers of this Authority corrective action by NBCMA is required. An educational message will be provided on our services bills in the months of April, May and June. A public education flyer will be developed for the Authority's web-site. The Township will also post this educational piece on their web-site. F.O.G. will be a feature article in our July Consumer Confidence/ Newsletter. In addition to the educational messages, the Authority will be conducting grab and or composite samples each month at each siphon chamber to monitor performance.

Muni-Link

The computer switch from Harris software to Muni-Link is scheduled for April 21, 2015. Training of Authority administrative personnel was conducted two days during the last week of February. The bills will no longer be in card format but a format known as "Z-Fold" self-mailers. The double sided color printing and sealing process will be completed in house.

3. Citizens' Concerns

No citizen's wished to address the Board. Ms. Silver suggested that the Authority post on the website that the bills will have a new format.

4. Approval of the Minutes of February 4, 2015

A motion (Farling-Deon) made to approve the Minutes of February 4, 2015 passed with 4 ayes.

5. Check Requisitions / Accounts Payable

A motion (Held-Jim) adopting a resolution to approve **Revenue Fund Requisition No. 2049** dated February 18, 2015 in the amount of \$163,483.31 passed with 4 ayes.

The major items paid under **Requisition No. 2049** are as follows: B. Bergvall & Co. \$1,800.00; Flow Assessment - \$4,900.00; Franc Environmental Inc. - \$1,170.17; Harris Computer Systems - \$1,500.00; Herbert, Rowland & Grubic - \$1,323.50; Independence Blue Cross - \$11,588.17; Line Systems - \$1,011.72; Manko Gold Katcher & Fox - \$2,239.12; PECO - \$5,538.65; Pennoni Assoc. - \$38,759.21; Teamsters Health & Welfare - \$16,829.76 and a \$70,000.00 transfer for payroll.

A motion (Held-Jim) adopting a resolution to approve **Revenue Fund Requisition No. 2050** dated March 4, 2015 in the amount of \$882,840.91 passed with 4 ayes.

The major items paid under **Requisition No. 2050** are as follows: Aramark - \$2,171.52; BCWSA - Sewer - \$469,405.92; BCWSA - Water - \$184,139.76; W. Bruce Beaton Co. - \$5,675.00; Ellen

Distefano - \$3,000.00; Guardian - \$3,307.66; Harris Comp. Systems - \$3,000.00; Jack Doheny Co. - \$2,186.45; PECO - \$18,651.73; Phila. Business Forms. - \$1,543.41; Quality Control Inc. - \$1,289.40; Rio Supply - \$7,500.00; Rudolph Clarke LLC - \$24,691.65; TD Bank - \$64,750.00; TD Card Services - \$3,095.21 and a \$70,000.00 transfer for payroll.

6. TD Bank – Release of Cash Escrow

A motion (Jim-Farling) made to approve the release of cash escrow for TD Bank in the amount of \$64,750.00 for sanitary sewer and water improvements associated with the project passes with 4 Ayes.

7. Authorization to prepare and advertise bid packet – Sanitary Sewer Root Control

A motion (Deon-Farling) made to approve the authorization of the Administration and the Authority engineer to prepare a bid packet for Sanitary Sewer Root Control and authorize the advertising of this competitive bid project on PennBid passed with 4 ayes.

8. Agreement – Emergency Response Services

A motion (Farling-Jim) made, that subject to the approval of the Executive Director, and the Solicitor the Northampton Bucks County, Municipal Authority enter into a Software License and Services Agreement - Rapid Response System with GeoDecisions, a division of Gannett Fleming Inc., a Delaware corporation via the Pennsylvania Co-Stars Cooperative Purchasing Agreement, to meet our communication objectives outlined by the Pennsylvania Department of Environmental Protection, The Pennsylvania Emergency Management Agency and the Pennsylvania Public Utility Commissions desire for public utilities to enhance their Incident Command Systems, including improvement of customer notification and hereby authorize the Executive Director to sign on behalf of the Authority passed with 4 Ayes

9. Grouting Contract – CP-2015-S-3 - Award

A motion (Jim-Farling) made that the Northampton, Bucks County, Municipal Authority Board award Contract CP-2015-S-3 to the lowest responsible bidder, Video Pipe Services Inc. of Newfield NJ in the amount of \$257,758.50 for the Base Bid plus Add Alternates passed with 4 ayes

10. Professional Services Agreement – Tressler Lutheran Services (Twining Village)

A motion (Farling-Jim) made that the Northampton, Bucks County, Municipal Authority Board enter into a professional services agreement with Tressler Lutheran Services, (Diakon/Twining Village) of Mechanicsburg, PA passed with 4 ayes.

11. Authorization to prepare bid packet and advertise for CP-2015-S-5 “Muffin Monster” for Highspire Pump Station

A motion (Deon-Jim) made that the Northampton, Bucks County, Municipal Authority Board authorize the Administration to prepare a bid packet for Capital Project CP-2015-S-5 (Muffin Monster) and authorize the advertising for this bid on PennBid passed with 4 ayes.

BOARD COMMENTS

Ms. Held stated Northampton Days will be held on the second Sunday in September.

Mr. Zeuner – The SCADA Cyber-Security workshop was completed and security changes will be made internally with no added expenses. The 2015 budget included \$60,000.00 for upgrades. Those upgrades will not be necessary.

THERE BEING NO FURTHER BUSINESS TO DISCUSS, MR. FARLING ADJOURNED THE MEETING AT 8:18 P.M.