

Northampton, Bucks County, Municipal Authority

**Minutes of the Public Meeting held on January 7, 2015**

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

Others Attending: Thomas A. Zeuner, Executive Director  
Edward Rudolph, Esquire, Solicitor  
Noah Marlier, Esquire, Solicitor  
Christopher Walker P.E., Pennoni Assoc.  
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 and also the victims of the attack in France. Mr. Farling stated the Board met in Executive Session to discuss matters of personnel.

**2. Executive Directors Report**

**Mr. Zeuner gave an update on the following topics:**

**Delaware River Basin Commission (DRBC):** The DRBC held a public hearing December 1, 2014 Docket No. D-2001-013 CP3 for renewal and approval of an allocation of groundwater and review of our groundwater withdraw for the Authority's fifteen (15) municipal wells. The Authority's submission was approved.

**Leehurst Land Development:** The construction of the project began today, January 7, 2015. The project includes the public water and sewer infrastructure for the land development and the significant upgrades to the Authority's Woods pumps station and related force main and splitter chamber.

**Inflow and Infiltration Program (I & I):** As a condition of the approval by the PA DEP and BCWSA in March 2014 to lift the sanitary sewer moratorium each contributing entity to the Neshaminy Interceptor is to prepare a short and long range comprehensive program to reduce I & I of our sanitary sewer system. As stipulated in the agreement, the plan submission is required by October 2015. I & I abatement is and will always be a key program of this Authority as our infrastructure ages. Our team will consist of not only our administrative representatives (Jeff Greenwood and myself) and technical professionals (Chris Walker), but include members of our sanitary sewer operations team as well. Our first team meeting will be held next Wednesday afternoon. It will be the goal of the team to complete the plan implementation content outline for submission to the regulatory agency and BCWSA by the end of June 2015.

**Five-Year Strategic Plan Update:** The update to the Five year Strategic Plan was tentatively set for February 2015. Based upon the long term planning and potential financial impact of the forthcoming I & I Abatement plan implementation, I am suggesting that we postpone the update until the I & I Program is fully defined and cost impacts appropriately forecasted. I am seeking Board endorsement on that delay.

**Muni-Link / QuickBooks Conversion:** conversion to the Muni-Link (billing) / QuickBooks (accounting) software is progressing. We have had some additional costs incurred by the Authority for Harris (our current provider) to configure our data for integration into the Muni-Link software program. Scanning of Authority customer documents (communications, permits, historical documents, meter cards etc...) is progressing well. This process is utilizing our high volume printer/scanner to archive the information. Loretta Nesti from our administrative offices is completing the work on an overtime basis. We hope to complete the archiving of data by the end of May. Based upon this cost effective processing methodology, the \$60,000.00 for a document management system budgeted in our 2015 Capital Plan will not be needed. The equipment approved by the board for our conversion to a sealer billing format has arrived. Once implemented, we will not use preprinted cards but convert to paper documents produced in-house.

**Cybersecurity Task Team:** As noted in the 2015 plan, Cybersecurity is of growing concern for utilities and entities that control infrastructure. The Authority has a task team that will meet next Monday to initiate a vulnerability assessment on our System Control and Data Acquisition (SCADA) system. The Authority will be utilizing the template format provided by the American Water Works Association (AWWA) for this analysis.

**Warminster Municipal Authority (WMA):** This Authority has approximately 160 properties that discharge sewer to the Warminster Municipal Authority (WMA). Those properties have water meters installed, serviced and read by the WMA. Over the years we have experienced delays from WMA that have made our billing two months behind schedule. In December 2014 the readings were reconciled and our January quarterly billing to customers higher than they have been accustomed. The primary communities are Ivygreene Run and Poets Walk. We have received numerous customer concerns about the issue. Most have been understanding once we explain the situation.

**Neptune Radio read Receiver and Computer:** In 2008, when the Authority converted to the Neptune R900i radio read water meters, we purchased a proprietary computer / receiver for \$35,000.00. The bad news is that that unit has failed and is not repairable. The good news is that due to technology advancement, the proprietary Neptune receiver is \$7,500.00 and uses an Authority acquired "hardened" laptop with an estimated cost of \$2,500.00. Rio Supply (local Neptune distributor) has provided us with a loaner receiver until we acquire a new unit. Unfortunately, this cost was not anticipated or itemized when we prepared our 2015 budget.

### **3. Citizens' Concerns**

Eileen Silver, Northampton Township Liaison welcomed Mr. Deon to the Board, expressed her pleasure at Mr. Jim's reappointment and invited Mr. Zeuner and Mr. Greenwood to the next Supervisors meeting in order to introduce Mr. Greenwood to the community.

#### **4. Reorganization of the Board**

Mr. Deon nominated Edward Farling to serve as the Authority's temporary Chairman for the reorganization of the Board, Mr. Jim seconded and the nomination passed with 4 ayes and 1 nay from Ms. Held.

Mr. Deon nominated Mr. Farling to serve as the Authority's Chairman for the calendar year 2015, Ms. Held seconded and the nomination passed with 5 ayes.

Mr. Rehm nominated Mr. Deon to serve as the Authority's Vice Chairman of the calendar year 2015, Mr. Jim seconded and the nomination passed with 4 ayes and 1 nay from Ms. Held.

Ms. Held nominated herself to serve as the Authority's Treasurer for the calendar year 2015, Mr. Jim seconded and the nomination passed with 5 ayes.

Ms. Held nominated Mr. Jim to serve as the Authority's Secretary for the calendar year 2015, Mr. Rehm seconded and the nomination passed with 5 ayes.

Mr. Farling nominated Mr. Rehm to serve as the Authority's Asst. Secretary-Treasurer for the calendar year 2015, Mr. Deon seconded and the nomination passed with 5 ayes.

A motion (Deon-Farling) to appoint Edward Rudolph, Esquire of the firm Rudolph, Clarke, LLC of Treose PA as the Authority Solicitor for 2015 passed with 5 ayes.

A motion (Held-Jim) to appoint Christopher Walker, P.E., of the firm Pennoni Associates Inc. of Doylestown PA as the Authority's Consulting Engineer for 2015 passed with 5 ayes.

A motion (Rehm-Farling) to appoint Manko, Gold, Katcher and Fox LLP of Bala Cynwyd PA as the Authority's Environmental Special Counsel for 2015 passed with 5 ayes.

A motion (Deon-Farling) to appoint Neil A. Morris, Esquire of Offit Kurman P.C. of Philadelphia PA as the Authority's labor counsel for 2015 passed with 5 ayes.

A motion (Farling-Rehm) to appoint Jennifer M. Caron, Esquire of Eckert Seamans, Cherin and Mellot LLC of Harrisburg PA as Bond Counsel for 2015 passed with 5 ayes.

A motion (Held-Deon) to appoint the Board Members as Trustees for the administration employees' pension plan with Principal Financial Group for 2015 passed with 5 ayes.

A motion (Rehm-Farling) to appoint the Board Members as Trustees for the AIG/VALIC deferred pension plan for 2015 passed with 5 ayes.

A motion (Deon-Farling) to appoint The Brokers Network as the Authority's Healthcare Insurance Brokers of Record for 2015 passed with 5 ayes.

A motion (Rehm-Farling) to appoint W. Bruce Beaton Co. Inc. as the Authority's Liability Insurance Brokers of Record for 2015 passed with 5 Ayes.

A motion (Held-Farling) to appoint Scott Shearer of Public Financial Management (PFM) of Harrisburg, PA as the Authority's Financial Consultant for 2015 passed with 5 ayes.

A motion (Farling-Rehm) to appoint Russell McIntosh of Herbert, Rowland and Grubic Inc. of Harrisburg, PA as Consultant for Special Projects for 2015 passed with 5 ayes.

A motion (Farling-Jim) to appoint Thomas A. Zeuner as the Authority's Executive Director for 2015 passed with 5 ayes.

A motion (Deon-Rehm) was made to extend the positions above to continue until replacement or reappointment, passed with 5 ayes.

#### **5. Approval of the Minutes of December 3, 2014**

A motion (Farling-Held) was made to approve the Minutes of December 3, 2014 passed with 4 ayes, Mr. Deon abstained.

#### **6. Check Requisitions / Accounts Payable**

A motion (Held-Farling) adopting a resolution to approve **Revenue Fund Requisition No. 2045** dated December 17, 2014 in the amount of \$393,504.09 passed with 4 ayes, Mr. Deon abstained.

The major items paid under **Requisition No. 2045** are as follows: B. Bergvall & Co. \$6,500.00; Cessco Inc. - \$1,399.00; CSI \$9,780.51; Flow Assessment - \$4,900.00; Line Systems - \$1,002.31; Pennoni Assoc. - \$25,946.87; Teamsters Health - \$16,829.76; Xylem Water Solutions USA - \$6,295.90 and a \$70,000.00 transfer for payroll.

A motion (Held-Jim) adopting a resolution to approve **BRI Fund Requisition No. 545** dated December 17, 2014 in the amount of \$102,701.37 passed with 4 ayes, Mr. Deon abstained.

A motion (Held-Jim) adopting a resolution to approve **Revenue Fund Requisition No. 2046** dated January 7, 2015 in the amount of \$688,202.53 passed with 4 ayes, Mr. Deon abstained.

The major items paid under **Requisition No. 2046** are as follows: BCWSA – Sewer - \$295,825.52; BCWSA - Water - \$180,919.92; W. Bruce Beaton Co. - \$8,515.00; Ellen Distefano - \$3,000.00; Guardian - \$3,307.66; Independence Blue Cross - \$11,476.86; PECO - \$17,674.03; Quality Control - \$1,314.60; Rudolph Clarke LLC - \$13,973.32; J H Shanahan - \$4,530.00; Southampton P.O. - \$5,000.00; TD Card Services - \$1,480.70; Teamsters Health & Welfare Fund - \$16,829.76; Verizon Wireless - \$1,721.98 and a \$70,000.00 transfer for payroll.

A motion (Held-Jim) adopting a resolution to approve **BRI Fund Requisition No. 546** dated January 7, 2015 in the amount of \$19,600.14 passed with 4 ayes, Mr. Deon abstained.

#### **7. Setting of the Meeting Schedule for 2015**

A motion (Farling-Deon) approving the Authority meeting schedule for 2015, (attachment "A") and to authorize the administration to advertise and post the schedule on the Authority website passed with 5 Ayes.

#### **8. New Signature Cards – M & T Bank**

A motion (Held-Farling) was made the Northampton, Bucks County, Municipal Authority Board adopt Resolution No. 2015-1155 to approve and execute new signature cards for M & T Bank for the Authority accounts, passed with 5 ayes.

**9. New Signature Cards – Fox Chase Bank**

A motion (Held-Farling) was made the Northampton, Bucks County, Municipal Authority Board adopt Resolution No. 2015-1156 to approve and execute new signature cards for Fox Chase Bank for the Authority accounts, passed with 5 ayes.

**10. Maintenance Report – September 2014**

Mr. Zeuner provided highlights from the report.

**11. Maintenance Report – October 2014**

Mr. Zeuner provided highlights from the report.

**12. Maintenance Report – November 2014**

Mr. Zeuner provided highlights from the report.

**13. Purchase – Spare 3171 pump (submersible)**

A motion (Farling-Jim) was made that the Northampton, Bucks County, Municipal Authority Board approve the purchase of one (1) Flygt Model NP-3171.095 4" submersible pump from Xylem Water Solutions USA of Malvern Pa in accordance with their quote dated December 11, 2014 for a total purchase price of \$23,287.06 passed with 5 ayes.

**14. Fence Agreement – TMP 31-35-41-7 (9 Quartermaster Road)**

A motion (Farling-Deon) was made that the Northampton, Bucks County, Municipal Authority Board enter into a Sanitary Sewer Encroachment Agreement with the owners of TMP # 31-035-041-007 and have the Agreement recorded in the County records passed with 5 ayes.

**BOARD COMMENTS**

Ms. Held – Advised everyone to stay warm

Mr. Zeuner – Thanked the Board for his reappointment.

Mr. Farling – Wished to thank former Board member Antonio Albano for his many years of service.

THERE BEING NO FURTHER BUSINESS TO DISCUSS, MR. FARLING ADJOURNED THE MEETING AT 8:14 P.M.



NORTHAMPTON, BUCKS COUNTY, MUNICIPAL AUTHORITY

**2015 PUBLIC MEETING SCHEDULE**

**Exhibit "A"**

JANUARY 21 – optional

FEBRUARY 04  
FEBRUARY 18 - optional

MARCH 04  
MARCH 18 - optional

APRIL 01  
APRIL 15 – optional

MAY 06  
MAY 20 -- optional

JUNE 03  
JUNE 17 – optional

JULY 01  
JULY 15 – optional

AUGUST 05  
AUGUST 19 - optional

SEPTEMBER 02  
SEPTEMBER 16 – optional

OCTOBER 7  
OCTOBER 21 – optional

NOVEMBER 04  
NOVEMBER 18 – optional

DECEMBER 02  
DECEMBER 16 – optional

JANUARY 06, 2016