

Northampton, Bucks County, Municipal Authority

**Minutes of the Public Meeting held on May 5, 2021**

Board Members: Edward Farling III, Chairman  
Stephen McGill, Vice Chairman  
Francis O'Donnell, Secretary  
Charles Rehm, Treasurer  
Vincent Deon, Assistant Secretary-Treasurer - absent

Others: Thomas A. Zeuner, Executive Director  
Edward Rudolph, Esq., Rudolph Clarke LLC  
Christopher Walker P.E., Pennoni Assoc.,  
Jeffrey Greenwood, Chief of Operations  
Robert Tagert, Chief Technical Director  
Debra Wirtz, Executive Assistant

Mr. Farling, Chairman, called the meeting to order at 6:30 p.m.

**1. Pledge of Allegiance**

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

**2. Executive Director's Report**

**Re-opening of Authority - COVID**

The Authority administration is progressing on the path of re-opening the Authority office to the public. Administrative employees are returning on a full-time basis to our administrative office based upon completing vaccinations and post vaccination period protocols. Since last month, two (2) more of our administrative employees are working full time from the Authority administrative office. "Customer service" personnel (2) that are currently working remotely on a part time basis will be working full time from the Authority offices beginning Monday, May 24, 2021. The Authority drive-thru customer service window will open full time Monday through Friday's 8:30 AM to 4:30PM starting the Tuesday following Memorial Day, June 1, 2021.

In order to comply with social distancing protocols, the front office will remain closed for customer service, but will be open on an appointment basis to the administration staff and invited guests. Additional safeguards are being implemented to relieve the space in the 2<sup>nd</sup> floor conference room currently used by the administration as office workspace in order to be prepare for the lobby and indoor customer service payment windows opening to the public in compliance with CDC and Commonwealth distancing protocols once amended.

**Lateral Replacement Strategy (Sanitary Sewer - "open dig strategy")**

As discussed at the last Board meeting, the Authority administration is formalizing the plan of implementing an "open dig strategy" to address our sanitary sewer lateral concerns in lieu of a hydro-excavation process.

Since our March Board meeting, we have learned that the lead-times for hydraulic construction excavators, trucks and utility vehicles have been adversely impacted by the pandemic. We have identified a need for a tracked hydraulic excavator, accompanying support utility vehicles, equipment, and supplies. The Authority had budgeted \$275K in our 2021 Capital Budget for the hydro-excavation program. We have been made aware that lead-times for the equipment and vehicles that were normally stock items at the respective dealers have been exhausted. Lead-times for such equipment and vehicles is now estimated at one year. We will keep the Board informed as the project and budgetary estimates become formalized. As a result, we do not anticipate using the \$275K in the Capital Budget in this fiscal year which ends October 31<sup>st</sup>, 2021 for this program.

### **Navy -PFOA-PFAS Water Main Extension Project**

The Cherry Blossom / Bristol Road water main extension project funded by the NAVY Cooperative Agreement was completed last week. The project was initiated to provide public water to a section of Bristol Road where the PFOA/PFAS readings were above the 70 parts per trillion (ppt) thresholds. The public water connection(s) under the contract are now complete and are new customer(s) of the Authority. There are several TMP's that are able to connect to the new extension should the analytical readings exceed the 70 ppt in the future or connection is desired by the subject property owner(s).

### **Cell Tower Propagation Study & Implementation**

The Authority is working with Northampton Township administration and Crown Castle Corp. (Cell Tower – Contract Provider) to complete a propagation study in order to co-locate an Authority antenna on the large cell tower located between the Northampton Township administration building and the municipal firehouse. The Authority needs are driven by our desire to facilitate real time remote reading of our Neptune Water meters for our 11,000 customers. Jeff Greenwood is leading that effort with the provider and the Township. It is anticipated that we will be having to participate in an agreement with co-location monetary participation.

### **Spring Mill Sanitary Sewer Pump Station**

The Spring Mill sanitary sewer pump station constructed in conjunction with the townhouse development at the former Spring Mill Country Club Chip N' Putt course and driving range is now fully operational.

### **TELOG Upgrade – Wastewater System**

This past month, the Authority has completed its transition from our historic land line communications with our numerous wastewater pump stations to a digital cell -based communication platform.

### **WATERSMART®: Customer Information Platform**

Our customers service and support teams have been introduced to this enhanced customer communication tool. Training has been completed by the provider to the Authority's administrative team. Prior to a systemwide launch and implementation, we believe it prudent to conduct a *Beta* test to gauge the effectiveness and ease of use. The system is a customer driven database in a graphical platform to provide enhanced communications to our customer-base.

The system incorporates an advanced leak alert algorithm that detects and alerts customers about potential leaks in their home and helps them identify the source of the leak "My Use Notifications"

notify customers with live data when their water use is higher than normal, helping them avoid billing surprises. "Bill Forecast Notifications" inform customers, prior to the end of the billing cycle, that they are likely to have high water use on their upcoming bill. Customers can choose to receive alerts and notifications by email, text, and voice.

### **Laurel Road Sanitary Sewer Extension Project:**

The Authority has received the required agreements and deposits from all four (4) of the property owners as stated in the agreement.

The Authority has authorized our consulting engineer Pennoni Associates Inc. to prepare the specification(s), drawing(s) and bid package for public bidding on the PENNBID® electronic bidding platform for the subject project. Once that document and exhibits has been uploaded to the bidding platform, the Authority will advise the property owners. A hard copy of the bid specification(s), drawing(s) and contract documents will also be available for public viewing at the Authority offices. It is our plan to have the bid package available in mid-May, with a bid opening in mid-June.

PA-1 Calls were completed, and the infrastructure was marked out by the responsible agencies. On April 23, 2021, the Authority performed a test dig on Laurel Road to confirm the location of utilities at a certain location in question. This test dig was necessitated to confirm the location of infrastructure as we do wish to minimize change orders if any during the construction process.

### **Inflow & Infiltration (I & I) Abatement Program – Progress Review**

Chris Walker P.E. of Pennoni Associates and Executive Director Zeuner presented to the Board and public a power-point presentation responsive to the Authority's initiative for Inflow and infiltration reduction. There were two focus areas of priority. The first area identified as No. PR-1 and the second area identified as the Upper Southampton basin area. The area identified as No. PR-1 is a basin integral to the Authority's Corrective Action Plan (CAP) as reviewed and approved by the DEP. The second area of focus is the Upper Southampton sanitary sewer basin. Last month, the Authority entered into a long-term sanitary sewer contract with the Upper Southampton Municipal Authority. As with No PR-1 the Authority identified within the Upper Southampton basin a high level of undesirable I & I. Based upon analytical results and actual video inspection of the sanitary sewer infrastructure strategy the Authority developed a comprehensive plan including the anticipated investment required to achieve the desired results. This included rehabilitation of mains, manholes and service laterals. A copy of the presentation will be included as an exhibit to the meeting minutes. Endorsement of the strategy was sought by Executive Director Zeuner. PowerPoint presentation attached.

A motion (O'Donnell-McGill) made to direct Christopher Walker, of Pennoni Assoc. Inc. to prepare specifications and other related bid documents to the proposed Phase 1 sanitary sewer rehabilitation project for the Upper Southampton Basin and PR-1 Basin, with such various alternates as shall be deemed feasible and appropriate passed with 4 ayes.

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

None

### **4. Approval of the Minutes of April 7, 2021**

A motion (McGill-Rehm) made to approve the Minutes of April 7, 2021 passed with 4 ayes.

## 5. Check Requisitions / Accounts Payable

A motion (Rehm-McGill) adopting the following resolutions passed 4 with ayes.

**Requisition No. 2223** dated 04/19/2021 in the amount of \$825,000.00

The major items paid under **Requisition No. 2223** are as follows: Upper Southampton Municipal Authority - \$825,000.00.

**Requisition No. 2224** dated 04/21/2021 in the amount of \$1,287,504.27

The major items paid under **Requisition No. 2224** are as follows: BCWSA – Sewer - \$868,689.15; BCWSA – Water - \$152,678.40; Cues - \$2,738.75; Hannon Auto Service - \$1,241.78; Independence Blue Cross - \$14,097.09; JH Shanahan - \$55,556.00; Karl Hops Inc. - \$1,433.64; Kufen Motor & Pump - \$3,696.63; LB Water Service - \$2,903.30; LookFirst Tech. - \$1,857.00; MRA International - \$11,488.00; Northampton Township - \$1,272.26; Office Basics - \$3,410.46; Pennoni Assoc. Inc. - \$46,412.65; PMAA - \$5,544.24; Rudolph Clarke LLC - \$32,005.00; and \$75,000.00 for payroll.

**Requisition No. 2225** dated 05/05/2021 in the amount of \$277,557.77

The major items paid under **Requisition No. 2225** are as follows: BCWSA - \$16,100.00; Coyne Chemical - \$1,370.00; David Epstein - \$1,312.50; First National Bank of Newtown - \$59,129.38; Guardian - \$4,042.18; JH Shanahan - \$4,078.00; Karl Hops Inc. - \$1,336.48; Kufen Motor & Pump - \$3,306.34; Link Computer Corp. - \$3,803.79; LookFirst Tech. - \$1,227.50; M & M Landscaping - \$2,535.00; M.J. Reider Assoc. \$2,062.00; Passerini & Sons Inc. - \$85,512.70; Pollard Water - \$1,025.70; TD Card Services - \$1,429.33; Verizon - \$1,187.53; Trimble Inc. - \$6,066.82 and \$75,000.00 for payroll.

## 6. Tri-Party Agreement TMP 31-028-007-001

A motion (O'Donnell-McGill) made to approve the Tri-Party Agreement between the property owner/s of TMP# 31-028-007-001 located at 1120 Bristol Road, Upper Southampton Water and Sewer Authority and the Northampton, Bucks County, Municipal Authority for public sanitary sewer service passed with 4 ayes.

## 7. Release of Developer Escrows/Closed

A motion (Farling-O'Donnell) made to approve a cash escrow release in the amount of \$18,290.76 for the development known as 444 St. Leonards Road, \$2,501.60 for the development known as Pinnacle Estates and \$336.84 for the development known as DeLuca 500 New Road passed with 4 ayes.

## 8. Resolution No. 2021-1242 Customer COVID-19 Policy

A motion (Rehm-O'Donnell) made to approve Resolution 2021-1242 as follows;

*WHEREAS, the Northampton, Bucks County, Municipal Authority ("Authority") adopted Resolution No. 2020-1234 on April 1, 2020 for the purpose of amending its Rules and Regulations ("Rules") on a temporary basis to change its billing and collection process of sanitary sewer and public sewer services ("Services"); and*

*WHEREAS, the Authority enacted such temporary changes to provide relief to its customers in response to the economic hardship and distress caused by the Coronavirus Pandemic; and*

*WHEREAS, the Board now believes it is appropriate to terminate such temporary changes of the billing and collection process in the manner set forth in Resolution No. 2020-1234.*

**NOW, THEREFORE, BE IT RESOLVED**, that Resolution No. 2020-1234 and the Period of Forbearance cited in said Resolution is hereby terminated effective July 1, 2021; and

**FURTHER RESOLVED**, that all calculations of interest and charges on unpaid Services shall commence effective July 1, 2021 and that the amount of all unpaid charges, interest and fees related thereto that were outstanding as of April 1, 2020 shall be due and owing commencing on July 1, 2021; and

**FURTHER RESOLVED**, that termination of Services or any collection process may be initiated by the Authority for any unpaid Services, charges, interest, and fees in accordance with its Rules and Regulations as shall become restored as of July 1, 2021

passed with 4 ayes.

## **9. Authorizing Professional Services Agreement (PSA)**

A motion (McGill-O'Donnell) made to authorize Thomas A. Zeuner, Executive Director, to enter into Professional Services Agreements on behalf of the Board passed with 4 ayes.

## **10. Resolution No. 2021-1243 Amending Resolution No. 2021-1241 – Agreement between NBCMA and USMA (Upper Southampton Municipal Authority)**

A motion (O'Donnell-McGill) made to approve Resolution NO. 2021-1243 as follows:

**WHEREAS**, the Northampton Bucks County Municipal Authority ("Authority"), at its public meeting held on April 7, 2021 approved Resolution 2021-1241, thereby approving the Wastewater Service Agreement dated April 7, 2021 by and between the Authority and Upper Southampton Municipal Authority ("Agreement"); and

**WHEREAS**, on April 26, 2021, the Board of Upper Southampton Municipal Authority approved and executed the Agreement subject to minor numerical changes appearing on pages 2 and 3 of the Agreement and on Exhibit B thereof consistent with the proposed numerical changes presented by the Authority administration.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Authority approves the aforementioned changes to the Agreement and authorizes and directs that the appropriate officers of the Authority initial the Agreement that are indicated on pages 2 and 3 thereof

passed with 4 ayes.

## **11. Authorization to Prepare Specifications for Generator CP-2021-W-1**

A motion made (McGill-Rehm) to authorize the Administration to prepare specifications and bid packets for Capital Project, CP-2021-W-1 generator for the Highspire Pump Station passed with 4 ayes.

### **Executive Session**

The Board went into Executive Session at 8:30 to discuss matters of litigation.

### **Meeting reopened at 8:45**

There being no further business Chairman Farling adjourned the meeting at 8:45 P.M.