

Northampton, Bucks County, Municipal Authority

**Minutes of the Public Meeting held on November 4, 2020**

**Via Zoom Platform**

Board Members: Edward Farling III, Chairman  
Stephen Mc Gill, Vice Chairman  
John T. Jim, Secretary  
Charles Rehm, Treasurer  
Vincent Deon, Assistant Secretary-Treasurer

Others: Thomas A. Zeuner, Executive Director  
Edward Rudolph, Esq., Rudolph Clarke LLC  
Christopher Walker P.E., Pennoni Assoc.  
Jeff 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. Mr. Farling, Mr. Greenwood, Mr. Jim, Mr. Deon, Mr. McGill, and Christopher Walker of Pennoni Assoc. Inc. attended the meeting in the Authority building (open to the public). All other communication was by ZOOM video conference. Supervisor Liaison, Frank O'Donnell joined via Zoom.

**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**

Mr. Zeuner noted the following:

Executive Summary / 2021 Capital and Operational Budgets:

Mr. Zeuner presented for Board consideration, his executive summary, operational and capital budget proposals for the 2021 fiscal year. As in the past, the summary not only provides the financial forecast and projections, but operational and capital initiatives of the Authority.

The Authority is in sound financial condition with favorable cash flows and minimal debt for fiscal year 2020. The 2021 budget has NO RATE INCREASES for public water or sanitary sewer service to our customers. The last time the Authority raised rates was at the November 2016 Board meeting (4 years ago).

Human Resources:

Due to retirements of long-term Authority employees, the Authority is pleased to announce the hiring of George Jacob and Alston Hartmann. Prior to our hiring, Mr. Jacob was previously employed with the Upper Moreland-Hatboro Joint Sewer Authority. Prior to our hiring, Mr. Hartmann was employed with Franc Environmental, Inc.

Both individuals bring existing sanitary sewer/wastewater technical experience to the job.

Audit:

Our annual financial audit is scheduled to begin November 30, 2020. The preliminary confirmation process has already started in preparation of the audit.

**3. Citizens' Concerns**

None

**4. Approval of the Minutes of October 7, 2020**

A motion (McGill-Deon) made to approve the Minutes of October 7, 2020 passed with 5 ayes.

**5. Check Requisitions / Accounts Payable**

A motion (Farling-McGill) adopting the following resolution/s passed 5 with ayes.

**Requisition No. 2210** dated 10/21/2020 in the amount of \$444,661.46.

The major items paid under **Requisition No. 2210** are as follows: A & M Truck Service Inc. - \$1,728.00; BCWSA - \$2,300.00; Coyne Chemical - \$2,046.00; CSL Services Inc. - \$6,775.00; David & Carol Shea - \$4,144.38; Dukes Root Control Inc. - \$72,764.37; EJ USA Inc. - \$6,516.70; Independence Blue Cross - \$14,097.09; JH Shanahan - \$1,100.00; Joao & Bradley - \$22,336.00; LB Water Service - \$1,488.68; M.J. Reider Assoc. - \$1,050.00; PA UC Fund - \$4,935.20; Pennoni Assoc. Inc. - \$40,688.12; Rudolph Clarke LLC - \$12,938.00; Shapiro Fire Protection - \$1,897.68; Teamsters Health & Welfare Fund - \$16,070.50; USPS - \$7,500.00; W. Bruce Beaton Co. - \$140,411.00; William O'Neill and \$75,000.00 for payroll.

**Requisition No. 2211** dated 11/04/2020 in the amount of \$637,160.25.

The major items paid under **Requisition No. 2211** are as follows: A & M Truck Service - \$1,044.00; BCWSA – Sewer - \$224,244.29; BCWSA – Water - \$176,452.33; D J Pinciotti Construction - \$19,015.00; First National Bank of Newtown - \$59,129.38; Guardian - \$4,340.82; JH Shanahan Inc. - \$1,160.00; Karl Hops Inc. - \$3,166.81; Link Computer Corp. - \$3,711.02; Maxsolar Energy LLC - \$1,553.76; PA UC Fund - \$3,064.06; PECO - \$13,228.75; Penn Choice LLC - \$4,676.76; RIO Supply Inc. - \$30,000.00; Syron Co. - \$2,737.50; Trimble Inc. - \$1,800.00; Verizon - \$1,166.81; and \$75,000.00 for payroll.

**6. Operational and Capital Budget**

A motion (McGill-Farling) made to approve and adopt the 2021 Operational and Capital Budget as presented passed with 5 ayes.

**7. Holiday Schedule 2021**

A motion (Jim-Rehm) made to approve the 2021 holiday schedule as presented passed with 5 ayes.

**8. Meeting Schedule 2021**

A motion (Deon-McGill) made to approve the Authority meeting schedule for 2021, identified as Exhibit "A", authorize the administration to advertise, and post the schedule on the Authority website passed with 5 ayes.

Exhibit "A"

January 20 optional	February 3 February 17-optional	April 7 April 21-optional
	March 3 March 17-optional	May 5 May 19-optional

June 2  
June 16-optional

July 7  
July 21-optional

August 4  
August 18-optional

September 1  
September 15-optional

October 6  
October 20-optional

November 3  
November 17-optional

December 1  
December 15-optional

January 5, 2022

## **9. Letter of Credit Reduction #9 – Spring Mill Townhouses**

A motion (McGill-Rehm) made to authorize the following reductions in the Letters of Credit with M & T Bank for Spring Mill Townhouses; LOC# SB2284570001 in the amount of \$0.00 (Sewer) and \$0.00 (Water) and \$31,700.00 (Pump Station) in accordance with the Pennoni Assoc. Inc. review letter of October 26, 2020 passed with 5 ayes.

## **10. Award Contract 1-W-20 Navy Cooperative Agreement, Cherry Blossom Dr. Watermain Ext.**

A motion (McGill-Jim) made to award the Navy Cooperative Agreement Contract No. 1-W-20 – Cherry Blossom Dr. Watermain Extension, to Passerini & Sons of Hilltown, PA in accordance with their proposal dated October 27, 2020 in the amount of \$336,600.00 passed with 5 ayes.

## **11. Award Contract – C.I.P.P. (Cured In Place Pipe)**

A motion (Deon-McGill) made to award Contract 3-S-20 dated October 29, 2020 to Mr. Rehab LLC of Mechanicsburg PA in the amount of \$85,490.25 under COSTARS™ Contract #016-037 passed with 5 ayes.

## **12. Administrative Compensation**

A motion (Farling-McGill) made to approve the 3.0% raise in compensation for all administrative employees of record as of November 1, 2020 with an effective date of November 1, 2020 in accordance with the 2021 Operational Budget passed with 4 ayes, Mr. Deon voted nay.

At 6:49 the Executive Director, staff, Board, and professionals went into Executive Session to discuss legal matters regarding BCWSA.

Meeting resumed at 7:13.

### **COMMENTS:**

Christopher Walker, Pennoni Assoc. Inc. noted that the Boxwood Drive project has been completed by D J Pinciotti Construction.

There being no further business to discuss, Mr. Farling adjourned the Board Meeting at 7:19 p.m.