

Northampton, Bucks County, Municipal Authority

**Minutes of the Public Meeting held on January 5, 2022**

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

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., Mr. Deon, Mr. Rehm, Mr. O'Donnell, and Mr. Greenwood, attended the meeting in the Authority building (open to the public). All other communication was by ZOOM video conference.

**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**

Robert Salzer was welcomed as the new Northampton Township Supervisor liaison for NBCMA

COVID PROTOCOLS:

On December 22, 2021, the Authority implemented additional COVID PROTOCOLS in response to the Omicron Covid -19 variant. On that date it had been a mere 20 days since the united Sates detected its first case of the new variant. For the week ending December 18, Omicron accounted for 73.2% of cases with Delta making up an additional 26.6%. The week prior, ending December 11, Omicron was estimated at just 12.6% of circulating virus, and the first week of December, Omicron accounted for about 1% of new cases. During the week between the Christmas and New Year holidays, the Authority curtailed non-emergency operations in the interest of public safety due to an outbreak of Covid detections within our operations team.

As a result of the increase in viral detection the Authority is implementing several additional protocols aimed at protecting our employees and public at large.

300 Rapid Covid test kits were ordered and received today. All Authority employees vaccinated or unvaccinated will be required to take a test weekly. If a positive detection is confirmed, CDC quarantine protocols will be implemented.

Final water meter readings (real estate transfers), compliance inspections for Ordinance No. 492, and meter changes will only be completed by vaccinated employees (mask mandated). Customers will be required to maintain a social distance and wear a mask during the appointment period.

FEBRUARY AGENDA:

NBCMA FINANCIAL AUDIT/FISCAL YEAR 2021

The NBCMA Financial Audit presentation by Bee Bergvall & Company will occur at the public meeting of the Authority at the February meeting.

PUBLIC RELATIONS

The Authority has received two proposals for public relations and website development as part of the Authority's "2022 Public Relations Initiative". Although above the initial budget allocation, Executive Director I am recommending Timmons & Co. of Jamison, PA for those professional services related to marketing & branding and web-site development. Last week a work sample was provided for the Authority's microsite by Timmons & Co. The Authority will deemphasize "*The Authority*" and focus our branding on "*NBCMA - Northampton Bucks County Municipal Authority*" or a combination of the two. Unless there is an objection, I will proceed accordingly.

CIPP PROJECT

The preconstruction meeting for the CIPP project will take place on January 18, 2022

BANKING- UNIVEST

There have been five (5) fraud attempts against the Authority's general checking account since mid-November. The Authority has a "*positive -pay* procedure" with the bank to protect the Authority's interest. This additional step has proven to be successful in those attempts.

**3. Reorganization of the Board**

A motion (Farling-McGill) made to appoint Vincent J. Deon as Temporary Chairperson passed with 5 ayes.

A motion (McGill-O'Donnell) made to close nominations passed with 5 ayes.

A motion (Rehm-McGill) made a motion to appoint:

- Vincent J. Deon, Chairman
- Stephen McGill, Vice Chairman
- Francis O'Donnell, Secretary
- Charles Rehm, Treasurer
- Edward Farling III, Assistant Secretary-Treasurer

nominations were closed and the motion passed with 5 ayes.

Motions to appoint the following professionals for the Northampton, Bucks County, Municipal Authority were as follows:

- O'Donnell-Rehm - Appointment of Solicitor – *Edward Rudolph, Esq. Rudolph, Clarke LLC*
- O'Donnell-McGill - Appointment of Consulting Engineer – *Christopher Walker P.E., Pennoni Assoc. Inc.*
- Deon-Rehm - Appointment of Labor Special Counsel – *Neil A. Morris Esq. Offit Kurman*
- O'Donnell-McGill - Appointment of Trustees of Admin. Pension Plan (Principal) – *Board Members*
- McGill-O'Donnell - Appointment of Trustees for AIG/VALIC Deferred Pension Plan – *Board Members*
- Farling-O'Donnell - Appointment of Insurance Broker of Record – Health Care – *Brokers Network*

Deon-McGill - Appointment of Insurance Broker of Record - Liability Insurance – *W. Bruce Beaton Co. Inc.*

O'Donnell-Rehm - Appointment of Consultant for Special Projects – *Adrienne Vacari, Herbert Rowland & Grubic*

McGill-Farling - Appointment of Executive Director of NBCMA - *Thomas A. Zeuner*  
passed with 5 ayes.

Mr. Zeuner thanked the Board. Mr. Deon welcomed Mr. Salzer as the Northampton Township Liaison. Mr. Salzer looks forward to meeting everyone.

#### **4. Citizens' Concerns**

None

#### **5. Approval of the Minutes of December 1, 2021**

A motion (O'Donnell-McGill) to approve the Minutes of December 1, 2021, passed by unanimous consent.

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

A motion (Rehm-O'Donnell) adopting the following resolutions passed 5 with ayes.

**Requisition No. 2242** dated 12/15/2021 in the amount of \$289,779.36.

The major items paid under **Requisition No. 2242** are as follows: Bee Bergvall & Co. - \$12,000.00; Core & Main LP - \$3,520.25; Coyne Chemical - \$1,586.00; CSL Services Inc. - \$6,550.00; Cues - \$2,826.06; First Platinum Abstract - \$1,390.00; Grainger - \$1,262.22; Gran Turk Equipment - \$3,016.14; Hillegas Valve Repair - \$1,500.00; Independence Blue Cross - \$12,303.81; JH Shanahan - \$6,990.00; Kampus Klothes - \$2,116.25; Kennedy Culvert & Supply - \$1,630.00; M & M Group Holdings - \$2,500.00; Maxsolar Energy LLC - \$1,434.47; Office Basics - \$1,038.80; PECO - \$13,765.03; Pendergast Safety Equipment - \$1,662.29; RIO Supply Inc. - \$41,094.83; Teamster Health & Welfare Fund - \$17,677.55; Upper Southampton MUA - \$46,608.42; USPS - \$7,500.00; Vickie Detter - \$1,224.00 and \$85,000.00 for payroll.

**Requisition No. 2243** dated 12/29/2021 in the amount of \$827,194.28.

The major items paid under **Requisition No. 2243** are as follows: AJM Electric Inc. - \$34,560.00; BCWSA - \$4,600.00; BCWSA - Sewer - \$320,680.50; BCWSA – Water - \$156,760.69; First National Bank of Newtown - \$59,129.38; Gran Turk Equipment - \$1,122.38; Guardian - \$4,052.43; Hannon Auto Service - \$3,380.05; JH Shanahan - \$22,637.00; Karl Hops Inc. - \$1,832.96; LB Water Service - \$8,462.55; Obermayer, Rebmman - \$24,200.00; Offit Kurman - \$1,669.50; PMAA - \$2,500.00; Pennoni Assoc. Inc. - \$52,302.16; Rick's Expert Tree Serv. - \$10,500.00; Rudolph Clarke LLC - \$10,461.75; Warminster MUA - \$21,589.86 and \$85,000.00 for payroll.

**Requisition No. 2244** dated 01/05/2022 in the amount of \$100,246.49.

The major items paid under **Requisition No. 2244** are as follows: Coyne Chemical - \$1,346.00; LB Water Service - \$1,990.35; TD Card Services - \$1,002.90; Verizon - \$1,540.70; Village Shires Pharmacy - \$5,088.00 and \$85,000.00 for payroll.

**7. Resolution No. 2022-1256 – Destruction of Records**

A motion (McGill-Rehm) made to adopt Resolution No. 2022-1256 allowing for the destruction of certain Authority records and documents in accordance with the Pennsylvania Municipal Authorities Act as amended passed with 5 ayes.

**8. Resolution No. 2022-1257 – Univest Bank**

A motion (McGill-Rehm) made to adopt Resolution No. 2022-1257 to approve and execute new signature card for Univest Bank for Authority accounts passed with 5 ayes.

**9. Authorization to Prepare Bid Package & Advertise for Lawn Service**

A motion (O'Donnell-McGill) made to made to approve the authorization of the Administration and Consulting Engineer to prepare bid packets for "Lawn Service" via the "PennBid" public bidding system passed with 5 ayes.

**10. Resolution No. 2022-1258 Amendment of Forbearance Period**

A motion (Deon-O'Donnell) made to approve Resolution No. 2022-1258 for the termination of the forbearance period related to all payments and collections procedures passed with 5 ayes.

**11. Resolution No. 2022-1259 Amendment of Rates, Rules & Regulations  
Section 3 – Late Charges/Delinquencies**

A motion (McGill-Rehm) made to approve Resolution No. 2022-1259 amending the Rates, Rules & Regulations Section 3-Late Charges/Delinquencies passed with 5 ayes.

**12. Tri-Party Agreement – Warwick Twp W & S – Public Sanitary Sewer & Public Water**

A motion (O'Donnell-McGill) made to enter into a Tri-Party Agreement with the Warwick Township Water & Sewer Authority and the owners of TMP 31-001-002 on Railroad Drive for connection to the Warwick Township's public water and public sanitary sewer systems in accordance with the Agreement and the payments to NBCMA in the amount of \$750.00 for Agreement preparation and \$200.00 for recording fees at the Bucks County Court passed with 5 ayes.

**13. Clarify Inconsistency to "Fee Schedule" Lien Fees**

A motion (McGill-Farling) made to amend the Fee Schedule in the Authority's Rates, Rules and Regulations in regard to Lien Fees passed with 5 ayes.

**COMMENTS:**

There being no further business to discuss, Mr. Deon adjourned the Board Meeting at 7:18 p.m.