

Northampton, Bucks County, Municipal Authority

Minutes of the Public Meeting held on February 2, 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. Deon, Chairman, called the meeting to order at 6:30 p.m. Robert Salzer, Northampton Township Supervisor liaison and Anastasia Devlin of the firm Bee Bergvall & Co. joined via ZOOM

1. Pledge of Allegiance

Chairman Deon lead the Pledge of Allegiance and requested a moment of silence for our men and women serving in harm's way. Chairman Deon also noted that Item 14 will be moved to be after the Audit Presentation

2. Executive Director's Report

Termination of Forbearance Period

At the January Board meeting Resolution No. 2022-1258 was passed related to the "Termination of Forbearance Period". The Authority sent individual letter(s) to customers owing the Authority over \$500.00 and over 60 days in arrears advising them of the Resolution and need for compliance. A "Public Notice "was posted on the Authority website on January 6th, 2022 providing additional notice. February water and sewer bills which were mailed today also provided a brief notice of the change in collection procedures.

This evening we have an agenda item that may provide an opportunity for some of the Authority's customers in arrears of payment an opportunity to receive assistance form the Commonwealth of Pennsylvania. The assistance program is sponsored and administered by the Pennsylvania Department of Human Services known as (LIHWAP) "Low Income Household Water Assistance Program" allows ratepayers get grant monies for both public water and sanitary sewer services based upon criteria established by the Commonwealth of Pennsylvania.

Water Meter Register Changes:

The Authority has been adversely impacted by the pandemic in keeping up with meter register changes due to our inability to obtain remote readings due to battery life broadcast issues. In order catch up, Authority leadership is planning to amend existing protocols in a safe responsible manner. We currently have nearly 500 meters that we do not receive reliable signals (278 no signals / 178 zero usage). To rectify the issue, the

Authority will resume service orders facilitate the change out procedures. To provide a safe environment NBCMA technicians will be required to wear a N-95 masks during the service calls. A typical change-out would be less than a 15-minute period. We are also considering Saturday appointment schedules on overtime to accelerate the program. That determination will be made dependent upon need and economics.

Supplemental Agenda item added Monday January 31, 2022 – Adoption of CBA Teamster Union 107:

An additional agenda item was added on Monday January 31, 2022, as a result of a successful conclusion to the Collective Bargaining Agreement (CBA). A revised agenda was posted on the website in accordance with recently adopted Commonwealth law.

Executive Session:

The Board will meet in Executive Session after agenda Item NO. 14 to discuss matters of litigation between NBCMA and BCWSA

3. Citizens' Concerns

None

4. Approval of the Minutes of January 5, 2022

A motion (O'Donnell-McGill) to approve the Minutes of January 5, 2022, with 5 ayes.

5. Check Requisitions / Accounts Payable

A motion (Rehm-McGill) adopting the following resolutions passed 5 with ayes.

Requisition No. 2245 dated 01/19/2022 in the amount of \$466,845.42.

The major items paid under **Requisition No. 2245** are as follows: Aflac - \$1,017.90; BCWSA - Water - \$164,340.21; CSL Services Inc. - \$7,050.00; Custom Care Property Maintenance - \$3,410.00; Independence Blue Cross - \$12,303.81; JH Shanahan - \$6,452.00; Karl Hops Inc. - \$2,270.12; Link Computer Corp. - \$3,803.79; M.J. Reider Assoc. - \$3,356.00; Pennoni Assoc. Inc. - \$55,436.20; Phila Business Forms - \$1,325.96; PECO - \$16,711.59; RIO Supply Inc. - \$21,450.40; Rudolph Clarke LLC - \$14,137.50; Teamster Health & Welfare Fund - \$17,677.55; Upper Southampton MUA - \$43,574.61; and \$85,000.00 for payroll.

Requisition No. 2246 dated 02/02/2022 in the amount of \$537,262.63.

The major items paid under **Requisition No. 2246** are as follows: AJM Electric Inc. - \$4,500.00; BCWSA - Sewer - \$286,558.13; CSL Services Inc. - \$8,775.00; Edward Hughes - \$9,320.00; First National Bank of Newtown - \$59,129.38; Guardian - \$4,093.28; JH Shanahan - \$6,128.00; Karl Hops Inc. - \$1,423.47; LB Water Service - \$1,254.50; RIO Supply Inc. - \$52,830.01; USPS - \$7,500.00; Verizon - \$1,944.69; and \$85,000.00 for payroll.

6. Audit Presentation – Bee Bergvall & Co.

A motion (McGill-O'Donnell) made to accept the 2021 audit as presented by Anastasia Devlin of Bee Bergvall & Co. passed with 5 ayes.

7. C.I.P.P. Update Christopher Walker / Nick Coughlin of Pennoni Assoc. Inc.

No motion required. Christopher Walker and Nick Coughlin of Pennoni Assoc. Inc. shared the G.I.S. work being completed as an element of our public relations and information microsite for the C.I.P.P. project.

The first phase of rehabilitation will begin in the Upper Southampton Basin. The pre-construction meeting was completed.

**8. NBCMA Public Relations Initiative
Professional Service – Timmons & Company**

A motion (O'Donnell-McGill) made to engage Timmons and Co. of Jamison PA for professional services (Branding, Marketing, and Image) in accordance with their proposal dated January 20, 2022, passed with 5 ayes.

9. CP-2022-W-11 SCADA – RTU Upgrade - Hardware

A motion (Deon-McGill) made to approve the purchase of the hardware for Capital Budget Project CP-2022-W-11 from Schneider Electric Systems USA Inc. of Chicago Illinois in accordance with NSI Quote #4353 via Pennsylvania COSTARS™ Cooperative Agreement No. 537370 in the amount of \$41,276.00 passed with 4 ayes Mr. Farling abstained.

10. CP-2022-W-11 SCADA – RTU Upgrade – Professional Services

A motion (Deon-McGill) made to approve the Professional Services Contract from Keystone Engineering Group to replace our existing SCADA pack RTU's (remote terminal units) for technical engineering services in accordance with their proposal 2021-0419 dated September 23, 2021, in the amount of \$293,300.00 passed with 5 ayes.

11. Resolution NO. 2022-1260 - PennDOT Master Casting Agreement

A motion (O'Donnell-Rehm) made to adopt Resolution No. 2022-1260 and approve and execute the "Master Casting Agreement" with the Pennsylvania Department of Transportation in accordance with the Agreement identified as 06C000097 passed with 5 ayes.

12. Laurel Road – Sanitary Sewer Extension (1-S-21)

A motion (Farling-McGill) made to declare the "Laurel Road Sanitary Sewer Project" substantially complete, and further direct the Administration to notify the property owners that connection is now available subject to payment of applicable tapping fees passed with 5 ayes.

13. Pennsylvania DHS/Household Assistance Program (LIHWAP)

A motion (Deon-Rehm) made to approve cooperation with the Pennsylvania Department of Human Services (DHS) with participation in the Low-Income Household Water Assistance Program (LIHWAP) that began on January 4, 2022, in an effort to prevent the disconnection of drinking water or wastewater services for low-income households and ensure continued access to drinking water and wastewater services passed with 5 ayes.

14. Collective Bargaining Agreement” (CBA)

A motion (McGill-O'Donnell) made to ratify the Collective Bargaining Agreement with the Teamsters Local 107 which represents certain maintenance and operations employees of the Northampton, Bucks County, Municipal Authority. This is a three (3) year Collective Bargaining Agreement with an effective date of January 1, 2022, in accordance with the “Memorandum of Understanding” dated January 5, 2022 and signed by Teamsters Health & Welfare Fund Local VP Ed Slater on January 31, 2022, passed with 5 ayes.

COMMENTS:

None

The Board met in Executive Session at 7:29.

There being no further business Chairman Deon adjourned the meeting at 8:00 P.M.