

Northampton, Bucks County, Municipal Authority

**Minutes of the Public Meeting held on June 1, 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.

**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 and the families in Uvalde, Texas.

**2. Executive Director's Report**

**2022 Sanitary Sewer Rehabilitation Project:**

The 2022 Sanitary Sewer Rehabilitation Project is now underway with initial work starting in the Upper Southampton sanitary sewer basin in early June. A postcard to all impacted properties owners was mailed two weeks ago to those within the Upper Southampton basin. The second phase postcards will be sent when our contractor provides definitive dates for that project phase. To enhance communications, the Authority implemented a "web - micro-site" to keep our residents informed of when work will be in their specific area. The web link and "QR" code image was included on the postcard (sample provided). This is the first time a micro-site and QR code has been used to enhance communications with our customers for project communications.

**Authority Website Release:**

The new Authority website will go live on Friday, June 3, 2022. The site has been designed for ease of use by our ratepayers. Simultaneously with the website release, the Authority has amended its image to a more modern look lead by Bob Kent and his team at Timmons & Company. Our new logo has been developed to complement the Authority's mission, values, and de-emphasizing "*The Authority*" stigma. We have integrated numerous educational links for educational purposes including web-links, informational work product, commonly used forms, and videos. Printed examples are included in your Board packet this evening. Additional information tools will be added as an ongoing basis in the development of the Authority library for our ratepayers.

### **NBCMA Administrative Exterior Pole Lighting:**

At our last Board meeting, approval was provided to replace the lighting and electrical wiring that serves the parking lighting. It has come to our attention that our TMP is located within the “*Village Overlay District*” of Northampton. As a result, we had to pause our purchase order once we learned of the conflict. Pole lighting within the district is architecturally different than what we had proposed. Staff and engineering professionals are working to comply with the standards established by the municipality. It is my expectation that an update will be provided at the next Board meeting for Board consideration.

### **Authority WaterSmart® Portal Release:**

Over the next week, the Authority will be launching its WaterSmart® Software Portal to enrich real-time communications with our ratepayers. Our customers will be able to sign up to the portal and receive valuable information regarding their water usage, trends and alerts. This is a web-based interaction tool will be provided at no cost to the Authority ratepayers. Interactive and informational videos will be posted on the Authority website at the time of launch. WaterSmart® will go “live” in conjunction with the launch of our website later this week.

With the WaterSmart® Portal residents can:

- Track daily water use
- See how your household water use compares to similar Authority water customers
- Receive notifications when your daily consumption exceeds the prior day's consumption by the volume threshold you set
- Get bill forecast notifications
- Receive leak alert notifications

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

None

### **4. Approval of the Minutes of May 4, 2022**

A motion (McGill- O'Donnell) to approve the Minutes of May 4, 2022, with 4 ayes, Mr. Farling abstained.

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

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

**Requisition No. 2254** dated 05/18/2022 in the amount of \$37,051.93.

The major items paid under **Requisition No. 2254** are as follows: PECO - \$37,051.93.

**Requisition No. 2255** dated 05/18/2022 in the amount of \$488,468.26.

The major items paid under **Requisition No. 2255** are as follows: Advanced Enterprise System - \$29,580.00; BCWSA - \$4,600.00; BCWSA – Water - \$183,883.94; CSL Services Inc. - \$6,550.00; GMG Insurance Agency -

\$2,500.00; Independence Blue Cross - \$12,303.81; JH Shanahan - \$12,861.00; Kappe Assoc. Inc. - \$24,770.00; Karl Hops Inc. - \$2,440.14; LB Water Service - \$1,721.16; LRM Inc. - \$4,027.30; M.J. Reider Assoc. - \$1,117.60; Pennoni Assoc. Inc. - \$51,790.69; RIO Supply Inc. - \$21,791.73; Rudolph Clarke LLC - \$17,177.50; Southampton Post Office - \$7,500.00; Upper Southampton Post Office - \$2,636.45; Warminster MUA - \$7,024.86 and \$85,000.00 for payroll.

**Requisition No. 2256** dated 06/01/2022 in the amount of \$1,035,742.86.

The major items paid under **Requisition No. 2256** are as follows: BCWSA - \$13,800.00; BCWSA - Sewer - \$804,990.38; First National Bank of Newtown - \$59,129.38; Guardian - \$4,161.04; Hirschberg Mechanical - \$1,604.50; JH Shanahan - \$8,952.00; Karl Hops Inc. - \$3,231.60; Link Computer Corp. - \$3,993.98; M & M Group Holdings - \$42,799.00; M.J. Reider Assoc. - \$1,726.70; Office Basics - \$1,542.36; Phila Business Forms - \$1,136.00; TD Card Services - \$2,100.51; Timmons & Co. - \$35,155.63; Verizon - \$1,173.01 and \$85,000.00 for payroll.

**6. Release Cash Escrow – DGS Homes 48 East Holland Road**

A motion (O'Donnell-Rehm) made to approve a cash escrow release in the amount of \$6,000.00 for Sewer and \$0.00 for Water for the development known as DGS Homes, 48 East Holland Road as recommended by Christopher Walker of Pennoni Assoc. Inc. passed with 5 ayes.

**7. Tri Party Agreement – Warminster MUA – 1177 W. Bristol Road**

A motion (O'Donnell-McGill) made to approve the Tri-Party Agreement between the property owner/s of TMP# 31-002-001-001 (1177 W. Bristol Road) Warminster Municipal Authority and the Northampton, Bucks County, Municipal Authority for public water services passed with 5 ayes.

**8. Tri Party Agreement – Warminster MUA – 1189 W. Bristol Road**

A motion (McGill-Deon) made to approve the Tri-Party Agreements between the property owner/s of TMP 31-002-002-002 (1189 W. Bristol Road), Warminster Municipal Authority and the Northampton, Bucks County, Municipal Authority for public water services passed with 5 ayes.

**9. Resolution No. 2022-1264 – Lien Fees and Shut Off Procedures**

A motion (Farling-McGill) made to approve Resolution No. 2022-1264 providing clarification on Late Fees, Liens and Collection Procedures Resolution No. 2022-1264 provides clarification on Late Fees, Liens and Collection Procedures passed with 5 ayes.

**10. Administration Insurance Renewal (Annual)**

A motion (McGill -Rehm) made to approve the administrative health care renewal for participating non-union members, with Brokers Network with the health care provider being Independence Blue Cross in accordance with the documents provided as "Silver Plan," with a renewal period of August 1, 2022 and also, authorized the Executive Director to sign on behalf of the Board passed with 5 ayes.

**11. Administration HSA (Annual)**

A motion (McGill-O'Donnell) made to approve the annual HSA deposits into administrative Health Care Savings Accounts (HSA) as completed in the past with no change in contribution rate by the Authority. The

funding of the HSA's should be transferred in time to ensure employee accessibility to the funds at the beginning of the healthcare renewal of August 1, 2022 passed with 5 ayes.

**12. Insurance Renewal – LTD, STD, Life Insurance & Dental (Annual)**

A motion (McGill-Rehm) made to approve the Guardian Insurance Group Plan #0480035 in accordance with their proposal for renewal period August 1, 2022 – July 31, 2023 and hereby authorize the Executive Director to sign on behalf of the Board passed with 5 ayes.

**13. Purchase Order – Valves – H<sub>2</sub>O - Humphries P.S. & Richboro P.S.**

A motion (Farling-McGill) made to the purchase of pressure reducing valves for the Authorities Humphries Drive and Richboro tank sites in the amount of \$62,449.00 (as amended) from Exeter Supply Co. Inc. of Reading Pennsylvania in accordance with their quote #01-694435 dated May 17, 2022 under the Pennsylvania COSTARS™ Cooperative Purchasing Agreement passed with 5 ayes.

**14. Resolution No. 2022-1265 – PennDOT Agreement**

This agenda item was tabled at the suggestion of the Edward Rudolph, Solicitor.

**15. Award contract – 2-S-22-E Highspire Generator**

A motion (McGill-O'Donnell) made to award Contract 2-S-22-E Highspire Pump Station Generator (Electrical) to MJF Electrical or Morrisville Pennsylvania in the amount of \$108,000.00 passed with 5 ayes.

**16. Award Contract – 2-S-22-P Highspire Plumbing**

A motion (McGill-O'Donnell) made to award Contract 2-S-22-P Highspire Pump Station Generator (Plumbing) to Derstine Co., Inc. of Souderton Pennsylvania in the amount of \$8,000.00 passed with 5 ayes.

**COMMENTS:**

Mr. Zeuner stated that Laurie Hagey will be joining Northampton, Bucks County, Municipal Authority on July 8, 2022, as Director of Finance and Administration as Joann Paris is retiring.

Mr. McGill provide information to the Board about a video that demonstrated an innovative economic reuse of sanitary sewage. A small site utilizing the technology is operational in Phoenixville, PA. the web link to the informational video is:

<https://youtu.be/p6CF-umWLZg>

Mr. McGill encouraged fellow Board members to view the video.

There being no further business Chairman Deon adjourned the meeting at 7:23 P.M.