

Northampton, Bucks County, Municipal Authority

Minutes of the Public Meeting held on December 7, 2022

Board Members: Vincent J. Deon, Chairman - absent
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
NBCMA stenographer

Mr. McGill, Vice Chairman, called the meeting to order at 6:46 p.m.

1. Pledge of Allegiance

Vice Chairman McGill lead the Pledge of Allegiance and requested a moment of silence for our men and women serving in harm's way. It was noted that the Board met in Executive Session prior to tonight's meeting to discuss matters of personnel.

2. Executive Director's Report

EPA / PA-DEP AUDIT

The Authority received notice from the EPA that as part of the EPA's National Compliance Initiative (NCI), the Northampton, Bucks County, Municipal Authority, ID PA1090089 was selected for a Safe Drinking Water Act (SDWA) inspection. This will be an inspection of the entire public water system including water sources, distribution system, finished water storage, pumping facilities and controls, monitoring and reporting data, system management and operation, and operational compliance.

Representatives from Pennsylvania Department of Environmental Protection and EPA will be on site on Monday, December 12th and Tuesday December 13, 2022.

FEMA - TROPICAL STORM "IDA"

Last year during tropical storm Ida, the Authority suffered damage to the sanitary sewer infrastructure as it parallels the Mill Creek. The Authority contracted to have the necessary repairs completed on an "emergency" basis. Christopher Walker of Pennoni Assoc. Inc. has been leading the Authority's efforts to obtain grant funding for the completed project.

In late November we received communication from FEMA (Federal Emergency Management Agency) regarding our application. FEMA's response to the applications reads as follows:

"FEMA's Consolidated Resource Center (CRC) have completed their scoping and costing of your Category F Project #667815 (NBCMA sewer line) along with their environmental, historic and

insurance compliance review. They have determined that the eligible costs to be reimbursed for this project totals \$227,610.23, with 90% coming from FEMA and 10% from the state. “

NBCMA FINANCIAL AUDIT

The annual financial audit will begin on December 13th & 14th. Our Director of Finance and Administration Laurie Hagey is preparing for the project.

ON-LINE PAYMENT PORTAL

BCWSA has announce a new payment portal known as ‘*InvoiceCloud*.” Board member Steve McGill asked about the difference between their new systems and current payment portal system offered by NBCMA. Laurie Hagey, Director of Finance and Administration briefed the Board on the difference in services.

NEW ADMINISTRATIVE EMPLOYEE

We have a new administrative employee in our customer service area by the name of Lauren Quirk. Lauren joined the Authority team on Monday, December 5, 2022.

UNAUDITED FINANCIAL HIGHLIGHTS 2022

The Authority’s fiscal year ended on October 31st. Unaudited preliminary data indicates very favorable financial results: Total Income is projected to be \$16.48 million with a Net Income of \$2.4 million dollars (14.5% return). Total cash & investments increased to \$9.4 million compared to \$8.6 million for the same period last year. The last time NBCMA customers had a public water or sanitary sewer rate increase was in 2017.

PARTING WORDS FROM THE EXECUTIVE DIRECTOR:

It’s been more than 20 years since joining this wonderful Authority. It’s that time. My last public meeting of the Authority.

I have developed an invincible bond with this Authority and most importantly the people that make it great. So, calling off my duties and responsibilities seems to be a little tough for me at this juncture. However, I would still like to take this opportunity to share thoughts about my journey as Executive Director before retiring from the position. Though the journey was indeed very exciting and enriching for me, it was challenging at the same time.

Of course, without the support of this great team of this Authority, I would have been like a ship with no anchor. It swells my chest with pride to say that today our Authority has achieved the soaring height of success and gained state-wide acclamation and rewards because of the hard work of everyone associated with our organization

So, what better time than now when I can happily retire from this position after seeing these great times? However, I would surely expect everyone here to achieve new milestones of success. I am retiring with a heavy heart. There have been some special moments and chapters that will always remain memorable.

I will smile as I recall those memorable times.

I am most proud of the accomplishments made during my tenure in my leadership role of the Authority. Jobs have transformed into careers, Today the Authority fiscally sound and environmentally responsible.

I wish for a bright future for all my staff, co-workers and valued team members. Maintain the passion and zeal to achieve something bigger and better. Earlier in my career in the corporate world, I was introduced to a strategic philosophy known as “*Reaching for Excellence*”. There is no goal line in the “*Reaching for Excellence*” philosophy. It is a strategy and mind set of continuous improvement. I encourage the Authority to continue embracing this mindset as I have during my leadership of the Authority. Make today better than yesterday and you will achieve great success.

I am extremely proud of what we have achieved together. We have achieved a lot by working in harmony. My career has been both challenging and rewarding. I have done my best. I have been privileged to be a part of such a great team that has achieved the success we all have been proud of.

“*Doing the right thing*” has been the cornerstone of my passion. That does not always come easy. Service to community is the best work of life. Life is a series of chapters. Enjoy each one. I am ready to turn the page. I thank you for that opportunity.

3. Citizens’ Concerns

None

4. Approval of the Minutes of November 2, 2022

A motion (O'Donnell-Farling) to approve the Minutes of November 2, 2022, with 4 ayes.

5. Check Requisitions / Accounts Payable

A motion (Rehm-O'Donnell) adopting the following resolutions passed 4 with ayes.

Requisition No. 2270 dated 11/16/2022 in the amount of \$328,025.15.

The major items paid under **Requisition No. 2270** are as follows: Coyne Chemical - \$2,170.00; Custom Care Property Maintenance - \$1,320.00; Dan-Nick Enterprises Inc. - \$1,405.00; Hach Co. - 1,122.00; Independence Blue Cross - \$13,062.47; Karl Hops Inc. - \$1,818.41; Keystone Engineering - \$1,044.13; Lowes - \$1,294.04; M.J. Reider Assoc. - \$1,309.60; Mid-Atlantic Property - \$3,732.00; Northampton Township - \$1,433.99; Office Basics \$2,041.46; Pennoni Assoc. Inc. - \$82,429.35; RIO Supply Inc. - \$34,382.28; Rudolph Clarke LLC - \$10,672.50; Teamsters Health & Welfare Fund - \$17,677.52; Upper Southampton MUA - \$42,353.60; USPS - \$7,500.00; Warminster MUA - \$7,665.40; and \$85,000.00 for payroll.

Requisition No. 2271 dated 12/07/2022 in the amount of \$721,729.81.

The major items paid under **Requisition No. 2271** are as follows: Antheil Maslow & MacMinn LLP - \$1,260.00; BCWSA – Sewer - \$319,431.00; BCWSA – Water - \$145,907.45; BN Excavating & Truck - \$1,069.752; CSL Services Inc. \$6,550.00; DVWCT - \$4,297.00; First National Bank of Newtown - \$59,129.38; Guardian - \$2,851.74; Hach Co. - \$1,122.00; Insituform Tech. - \$571,627.92; JH Shanahan - \$8,343.00; Karl Hops Inc. - \$1,420.63; Link Computer Corp. - \$3,993.98; M.J. Reider Assoc. - \$1,706.45; Mailroom Systems Inc. - \$2,771.23; Link Computer Corp. - \$3,993.98; LookFirst Tech. - \$1,591.50; M.J. Reider Assoc. - \$1,469.40; PECO - \$14,521.80; Pendergast - \$1,385.82; Sunbelt Rentals - \$4,141.65; Upper Southampton MUA - \$28,815.11; USA Blue Book - \$3,460.36; Verizon - \$1,177.92; Warminster MUA - \$12,695.49; PLGIT - \$571,627.92; and \$85,000.00 for payroll.

6. Sanitary Sewer Line & Lateral Replacement – Fairhill Drive

A motion (McGill-O'Donnell) made to authorize the Authority's consulting engineer to prepare the necessary documents and authorize the bid package to be advertised on PennBid® for replacement of sanitary sewer segment 1433/1434 including four (4) service laterals and cleanouts with the option of two (2) manholes passed with 4 ayes.

7. Advent Church Development – Letter of Credit Reduction

A motion (O'Donnell-Rehm) made to authorize the following reductions in the Letter of Credit with Independent Mortgage Company for the Advent Church Development; LOC#2881B in the amount of \$22,815.00 in accordance with the Pennoni Assoc. Inc. review letter of November 17, 2022; passed with 4 ayes.

8. Easement Agreement – 130 Buck Road

A motion (Farling-Rehm) made to approve the Easement Agreement between the Northampton, Bucks County, Municipal Authority and the property owners of 130 Buck Road, Holland passed with 4 ayes.

9. Contract #2-S-21-Certificate for Payment #1 Insituform Technologies Inc.

A motion (Rehm-O'Donnell) made to approve payment #1 in the amount of \$571,627.92 to Insituform Technologies Inc. for Contract 2-S-21 passed with 4 ayes.

10. Extension of Time – Contract 2-S-21 C.I.P.P. Insituform Technologies Inc.

A motion (O'Donnell-Rehm) made to approve the extension of time to complete Contract 2-S-21, C.I.P.P. with Insituform Technologies Inc., the extension of time of completion was February 19, 2023 and has been requested by the contractor to be extended to November 1, 2023. This Board action is conditioned that should the Contract not be completed by the November 1, 2023 deadline, the contractor will be subject to liquidated damages retroactive to February 19, 2023 passed with 4 ayes.

11. LookFirst Tech. – Total Care/EC Agreement

A motion (Farling-McGill) made to authorize the Executive Director to enter into the Total Care/EC Agreement with LookFirst Technology LLC of Chalfont, PA in accordance with their proposal received December 1, 2022 for the Agreement period of January 1, 2023 to December 31, 2023 at their proposed price of \$13,432.21 passed with 4 ayes.

12. NBCMA Meter Reading/Billing 9 Accounts

There was a discussion amongst the Board members regarding a small group of larger meters that had errors in reading communications due to the number of digit's read and appropriate communication protocols. No action was taken other than management keeping the Board informed and endorsement of no reconciliation procedure as the corrective action has been completed by the management team going forward.

13. Purchase – Enclosed Trailer COSTARS™ - Car Mate CM612CC-HD

A motion (McGill-Rehm) made to approve the purchase of a Car Mate CM612CC-HD Custom Cargo Enclosed Trailer from TP Trailers of Limerick Pennsylvania in accordance with their proposal dated November 16,

2022 for a total cost of \$8,248.03 under Pennsylvania COSTARS™ Cooperative Purchasing Agreement Contract #025-E22-470, passed with 4 ayes.

14. Revision to Medical Plan – Non-Representative Employee

Tabled to later date.

15. Executive Director Bonus

Board Member Frank O'Donnell made the following statement:

The next on the agenda is the bonus for the Executive Director. Since Mr. Zeuner will be retiring on December 31st, tonight his last meeting with the Board. Tom has certainly accomplished quite a bit during his tenure as Executive Director. One of the ways to measure success of a leader is to look at the strength of the management team. This Authority has an excellent professional management team developed by Tom. Some of the major accomplishments that I have seen are:

1. The regular monitoring of our wells for PFOA/ PFOS and establishment of maximum PFOA/PFOS levels years before the State mandated maximum levels similar to ours.
2. Because of our strong financial position, we have the ability to obtain bank loans for capital projects at very favorable rates that allow us to avoid going through the expensive municipal bond process to borrow money.
3. We were successful in a complex arbitration over sewer charges that resulted in a lump sum payment plus a reduction in wholesale charges for the last three years.
4. Probably most important to our customers is the fact that the last rate increase for water and sewer was in 2017. In 2018, 2019, 2020, 2021, 2022, and now 2023 there have been no rate increases.

There is certainly more I could say but all of these successes resulted from Tom Zeuner's leadership of the Municipal Authority. It has been the practice of the Board to consider a bonus for the Executive Director after the year end performance review. That did not happen in 2020 or 2021 as a result of COVID-19 disruptions.

A motion (O'Donnell-McGill) made to approve a General Release and Severance Agreement between the Northampton, Bucks County, Municipal Authority and Thomas Zeuner that includes two compensation components – a lump sum bonus of \$61,000.00 and a 3-month consulting agreement at \$13,000.00 per month commencing January 1, 2023 and ending March 31, 2023 at a cost of \$39,000.00, additionally subject to additional terms acceptable to both parties related to Tom Zeuner functioning as a professional consultant to Northampton, Bucks County, Municipal Authority at compensation to be mutually agreed upon by the parties passed with 4 ayes.

16. 2022 Amended By-Laws of NBCMA

Tabled to January 2023.

COMMENTS:

The Board and Professionals had many words thanking Tom for his years of hard work and dedication to Northampton, Bucks County, Municipal Authority, praised him for his integrity and time at Northampton, Bucks County, Municipal Authority.

There being no further business Vice Chair McGill adjourned the meeting at 8:04 P.M.