

Northampton, Bucks County, Municipal Authority

**Minutes of the Public Meeting held on July 12, 2023**

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

Others: Michael Sullivan, Executive Director  
Edward Rudolph, Esq., Rudolph Clarke LLC  
Christopher Walker P.E., Pennoni Assoc.  
Alex Dyke, Gilmore and Assoc.  
Jeffrey Greenwood, Chief of Operations  
Jeanne Nocito, Director of Finance & Administration  
Robert Tagert, Chief Technical Director  
NBCMA Stenographer

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.

**2. Approval of the Minutes of June 7, 2023**

A motion (O'Donnell-McGill) made to approve the Minutes of June 7, 2023 passed with 4 ayes.

**3. Public Comment**

Michael Sullivan, Executive Director welcomed Jeanne Nocito to the Authority as our new Director of Finance & Administration.

David Busch of Keystone Alliance made a presentation to the Board regarding Northampton, Bucks County, Municipal Authority current water and sewer tapping fees. He provided the Board with the report requested and recommendations for the amended fees.

A motion (McGill-O'Donnell) made to approve Resolution No. 2023-1281 which amends the Fee Schedule in the Authority's Rates, Rules and Regulations in regard to Sewer Tapping Fees

**RESOLUTION NO. 2023-1281**

**RESOLUTION OF THE NORTHAMPTON, BUCKS COUNTY, MUNICIPAL AUTHORITY REVISING ITS PUBLIC SEWER SERVICE TAPPING FEE RATE**

**WHEREAS**, the Northampton, Bucks County, Municipal Authority has enacted its Sewer Service Rates, Rules and Regulations by Resolution No. 252; and

**WHEREAS**, the Sewer Service Rates, Rules and Regulations ("Rules") have been revised from time to time; and

**WHEREAS**, the Authority wishes to further revise its Sewer Service Rules; and

**WHEREAS**, the administration of the Authority has requested and received a Tapping Fee Rate Calculation Report of June, 2023 prepared by Keystone Alliance Consultants Inc., attached to this resolution determining a current sewer tapping fee rate increased, based upon, in part, appropriate tapping fee rates initiated by the Authority on June 1, 2005.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sanitary Sewer Tapping Fee Rate shall be amended, expressed per equivalent dwelling unit, as follows:

Capacity Fee	\$700.56
Distribution Fee	<u>\$3,650.00</u>
Total Fee	\$4,350.56

**AND FURTHER RESOLVED**, that the rate changes shall be inserted in the Rules where appropriate.

**APPROVED AND ADOPTED** this 12<sup>th</sup> day of July, 2023 and made effective as of July 12, 2023.  
passed with 4 ayes.

A motion (McGill-O'Donnell) made to approve Resolution No. 2023-1282 which amends the Fee Schedule in the Authority's Rates, Rules and Regulations in regard to Water Tapping Fees

**RESOLUTION NO. 2023-1282**

**RESOLUTION OF THE NORTHAMPTON, BUCKS COUNTY, MUNICIPAL AUTHORITY REVISING ITS PUBLIC WATER SERVICE TAPPING FEE RATE**

**WHEREAS**, the Northampton, Bucks County, Municipal Authority has enacted its Water Service Rates, Rules and Regulations by Resolution No. 180; and

**WHEREAS**, the Water Service Rates, Rules and Regulations ("Rules") have been revised from time to time; and

**WHEREAS**, by Resolution 05-864, the Authority last revised its Public Water Tapping Fee Rate based upon the provisions of Act 57 of 2003 and such other various fees and charges affective June 1, 2005 by Resolution at a public meeting held on April 6, 2005; and

**WHEREAS**, the administration of the Authority has requested and received a Tapping Fee Rate Calculation Report of June, 2023 prepared by Keystone Alliance Consultants Inc., attached to this resolution determining a current water tapping fee rate increased, based upon, in part, appropriate tapping fee rates initiated by the Authority on June 1, 2005.

**NOW, THEREFORE, BE IT RESOLVED**, that the Public Water Tapping Fee rate shall be amended, calculated based upon various water meter sizes, as follows:

<b>METER SIZE</b>	<b>TAPPING FEE</b>
5/8"	\$5,071.83
3/4"	\$5,071.83
1"	\$12,679.57
1-1/2"	\$25,359.14
2"	\$40,574.63
3"	\$81,149.26
4"	\$126,795.72
6"	\$253,591.43
8"	\$405,746.29

**AND FURTHER RESOLVED**, that the rate changes shall be inserted in the Rules where appropriate.

**APPROVED AND ADOPTED** this 12<sup>th</sup> day of July 2023 and made effective as of July 12,2023.  
passed with 4 ayes.

**4. Check Requisitions / Accounts Payable**

A motion (Rehm-McGill) made to approve the following Requisitions passed 4 with ayes.

**Requisition No. 2286** dated 06/14/2023 in the amount of \$183,505.82.

**Requisition No. 2287** dated 06/28/2023 in the amount of \$821,100.70.

**Requisition No. 2288** dated 07/12/2023 in the amount of \$696,325.60.

## 5. Executive Director Report

**Monthly Financial Report:** Beginning with the August meeting a summary of Northampton, Bucks County, Municipal Authority financials will be sent before the monthly Board meetings.

**Tapping Fee Resolution:** The Authority has engaged Mr. David Busch of Keystone Alliance to review and Update the Authority's tapping fee structure. Mr. Busch prepared the original tapping fee calculation in 2005. Using information provided by Authority staff, Mr. Busch has completed his analysis and has prepared individual water and sewer reports for the Boards consideration. If approved by the Authority Board, water tapping fees would increase from \$2,663 to \$5,071 for a net increase of \$2408. Sewer tapping fee would increase from \$2,869 to \$4,350 for a net increase of \$1,481. The combined increase for (1) one water and sewer EDU totals \$3,889. The new combined total for (1) one water and sewer EDU will be \$9,421. Mr. Busch has provided escalated costs for larger water meter applications following AWWA guidance and is detailed in the report. A resolution to approve the revised fees will be presented to the Authority Board at the July meeting for their consideration.

**COVID 19 ARPA H2O Grant Applications:** I have contacted the Commonwealth Finance Agency to obtain information on the process of allocating the money appropriated by the Federal Infrastructure Act. I was informed that the original plan to allocate the funds over a five-year period is no longer being considered. There were significantly more applications and projects submitted in the first round that greatly exceeded the allocated funds. The CFA will be using the full allocation to fund the existing applications that were submitted in the first round. The staff has identified other funding sources and they will work with Gilmore and Associates to complete and submit the appropriate application as required.

**Employee Health Insurance Program:** Management has evaluated converting the current employee health, dental and eye insurance coverage (Independent Broker Network) to the Delaware Valley Health Trust (DVHT). The is the same entity that provides insurance to the Township and currently handles the Authority's workers compensation insurance. DVHT specializes in municipal insurance coverage and is very competitive with rates and coverage. The Authority's application has been accepted and the new coverage will start on August 1<sup>st</sup>. DVHT insurance will provide low deductibles for the employees and allow the Authority to terminate its health saving accounts for the administration and contributions for the administration staff. The resulting coverage is cost neutral in the budget and will provide many advantages to the staff related to preventative health coverage. An orientation meeting for the employees is scheduled for July 18, 2023.

A motion (O'Donnell-Rehm) made to adopt Resolution 2023-1280 administrative health care plan with Delaware Valley Health Trust for participating non-union members, in accordance with the documents attached beginning August 1, 2023 passed with 4 ayes.

A motion (Rehm-O'Donnell) made to approve the Guardian Insurance Group Plan #0480035 in accordance with their proposal for renewal period August 1, 2023 – July 31, 2024 and hereby authorize the Executive Director to sign on behalf of the Board passed with 4 ayes.

**Water Quality Report/Consumer Confidence Report (CCR):** The annual Water Quality Report/Consumer Confidence Report has been completed. The URL has been advertised on the most recent billing to the customers to identify the location of the CCR on the Authority's web site. The Authority has distributed required customers with hard copies of the CCR. to locations such as multi-family dwellings, schools, nursing homes and the US post office. Staff have also submitted the required certifications forms to the Pa. DEP and received confirmation of that submission.

**US Navy Update, PFOA, PFAS:** The Authority has been communicating with the US Navy regarding the possible extension of water mains and service to additional sections of the Authority's service area. Additionally, we have sent them PFOA/PFOS sampling results for the Authority's source water locations. After continued discussion with the US Navy, they have expanded the areas identified to receive public water service. The revised information has been provided to the Authority engineer for their use in preparing a construction cost estimate that will be used to modify the existing cooperative agreement with the Navy.

Update – the construction cost estimate for the nearly 4 miles of water main extension will be completed by Gilmore & Assoc. by the end of September 2023.

**Professional Service Agreement, Stormwater Easement for Parcel 31-023042-005, Regency at Northampton:** A professional Service Agreement was executed for the project for continued review and approval by our professionals for the stormwater easement work on Authority property by the Regency of Northampton. Notification was provided to the Township of the Authority Board's desire to accommodate this request predicated on the applicant obtaining all of the appropriate township approvals and permits and paying all fees associated with the project. The project is currently under review by the township, and we are coordinating our efforts in the review and approval process.

**Finance Director** – The Authority's finance Director, Lauri Hagey has resigned from her position with the Authority effective July 15, 2023. We have advertised the position in several locations and received resumes from several qualified applicants. Interviews were conducted and the position was offered to and accepted by Ms. Jeanne Nocito. Ms. Nocito is a township resident and Authority customer. She has a master's degree in finance and is a licensed CPA. Additionally, she is a Pa. Notary and brings a wealth of financial and customer service experience to the Authority. I have forwarded Jeanne's resume to the Board to review her qualifications.

**Engineering** – Subsequent to the appointment of Gilmore and Associates as the Authority's engineer, a transition meeting was held with staff, Steven Walsh of Gilmore and Associates and Chris Walker of Pennoni. Authority projects were discussed, given a status update and ultimately assigned to the appropriate engineering firm to complete. Many of the projects that Pennoni has started will be taken through the approval process and Gilmore and Associates will pick up the project in the construction phase. New projects such as the Navy project, new development submissions, grant work, DRBC renewals and annual reporting will be completed by Gilmore and Associates.

**Truck Purchase** – The Authority has purchased a new Ford F-250 utility body truck as part of the 2023 capital plan. The truck is being purchased from Fred Beans Ford through the States Co-Stars Program. The truck is currently being outfitted with a spray on bed liner and snowplow equipment and should be in service in the coming weeks. The specifications and pricing structure are included in the Board's meeting packet.

**Bridgestone Owners LLC Professional Services Agreement (PSA)**  
31-026-074; 31-026-075; 31-026-075.001; 31-026-076

A motion (O'Donnell-Deon) made to enter into a Professional Services Agreement (PSA) with Bridgestone Owners LLC regarding the above noted TMP's passed with 4 ayes.

**Resolution 2023-1283 Electricity Supplier**

A motion (McGill-Deon) made to adopt Resolution 2023-1283 to proceed with EMEX LLC for a reverse auction for the procurement of electrical supply for the Northampton, Bucks County, Municipal Authority;

FURTHER RESOLVED, that the Executive Director of the Northampton Bucks County Municipal Authority is hereby authorized to execute on behalf of the Northampton Bucks County Municipal Authority any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction that meets the provisions of the contract terms as detailed in the attached Resolution 2023-1283 passed with 4 ayes.

### **Resolution 2023-1284 Land Development Agreement - 130 Almshouse Road**

A motion (O'Donnell-McGill) made to approve the Land Development Agreement with Capital Health System Inc. in the version deemed acceptable by the Authority's Solicitor contingent upon the Authority receiving all executed documentation and associated fees related to the project from Capital Health, Inc. and authorize the execution of the Agreement by the appropriate Authority officials passed with 4 ayes.

### **Resolution 2023-1285 Amend Equivalent Dwelling Unit "EDU" definition**

A motion (Deon-Rehm) made to adopt Resolution 2023-1285 for revision to Article V, Section 3 Subsections A and B of the Rates, Rules and Regulations entitles "Equivalent Dwelling Unit" passed with 4 ayes.

## **6. Engineer's Report**

Alex Dyke P.E. of Gilmore and Associates stated that Gilmore and Associates is up to speed on the various projects and Steve Walsh P.E. will be our engineer. He noted that they are currently working on the 10 Delaware River Basin Commission (DRBC) docket renewal as well as the proposed U.S. Navy water main extension project.

Christopher Walker P.E. of Pennoni Assoc. Inc. provided update on the following:

#### Projects:

Richboro Elementary addition and new water lines.

Northampton Glen - Toner Homes 4 new single-family homes.

Dunkin Donuts – Attended Precon meeting along with PennDOT regarding the road opening.

Stoneyford Ridge – Letter of Credit Reduction

A motion (O'Donnell-McGill) 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 \$7,655.00 in accordance with the Pennoni Assoc. Inc. review letter of March 8, 2023 passed with 4 ayes.

Fairhill Drive Sewer Main Project – Change Order 1

A motion (McGill-Deon) made to approve the above noted Change Order #1 (attached) for Contract 1-S-23 as quoted by KBC Construction of Warminster Pennsylvania for a total of \$800.00 passed with 4 ayes.

## **7. Chief of Operations Report**

Mr. Greenwood provided an update to the Board on the purchase of a new Ford F-250 Super Cab through COSTARS™.

A motion (McGill-Deon) made to approve payment \$74,390.00 to Fred Beans of Doylestown PA for one 2022 Ford F250 XL VIN #1FD7X2B65NEG06617 passed with 4 ayes.

Mr. Greenwood provided an update on PFAS sampling for the 2<sup>nd</sup> quarter of 2023. Our PFAS levels at well #9 are below the maximum contaminant level set by DEP. Due to BCWSA requesting a reduction in water withdrawal due to drought watch issued by Pennsylvania Department of Environmental Protection, Mr. Greenwood recommended bringing well #9 back online. Continued monitoring will occur. The Authority Board had no objection to Mr. Greenwood's recommendation. Staff will continue to monitor PFOA & PFOS analyzed results moving forward and may consider utilizing additional wells after further evaluations.

**8. 7:38 p.m. – 8:05 Executive Session – matters of litigation**

**10. Resolution 2023-1286**

A motion (O'Donnell-Rehm) made to adopt Resolution No. 2023-1286 to enter into a Hold Harmless Agreement with Uninvest Bank and Trust Co., in form, as prepared by Uninvest Bank and Trust Co., related to the parties attempting to recover funds from the unlawful payment of check #9985 in the amount of \$6,550.00 passed with 4 ayes.

**COMMENTS:**

There being no further business to discuss, Mr. Deon adjourned the Meeting at 8:06 p.m.