

Northampton, Bucks County, Municipal Authority

Minutes of the Public Meeting held on August 2, 2023

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

Others: Michael Sullivan, Executive Director
Edward Rudolph, Esq., Rudolph Clarke LLC
Christopher Walker P.E., Pennoni Assoc.
Stephen Walsh P.E., 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 July 12, 2023

A motion (O'Donnell-McGill) made to approve the Minutes of July 12, 2023 passed with 4 ayes, Mr. Farling abstained.

3. Public Comment

None

4. Financial Report

Michael Sullivan, Executive Director noted that the first draft of the Capital and Operation 2024 Budget will be ready by the end of September for presentation in October and adoption in November.

Jeanne Nocito, Director of Finance & Administration provided a review of the financial reports provided to the Board. There was a discussion on the format preferred for the financial reports.

5. Treasures Report - Check Requisitions

A motion (Rehm-McGill) made to approve the following Requisitions passed 5 with ayes.

Requisition No. 2289 dated 07/26/2023 in the amount of \$238,817.84.

Requisition No. 2290 dated 08/02/2023 in the amount of \$879,508.32.

6. Executive Director Report

Fee Schedule: The Fee Schedule and Rates, Rules and Regulations adopted at the last meeting has been updated and posted on our website.

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. Gilmore & Associates anticipates that the construction cost estimate for the nearly 4 miles of water main extension will be completed by the end of September 2023.

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. Delivery of the completed truck is expected by the 1st week of August.

Payroll Services – The Authority will be utilizing the services of Paychex to process payroll effective August 11th. This change is aimed at ensuring smoother payroll management and better service delivery for all our valued employees. Employees will now utilize an electronic timesheet to track their time and attendance. The transition to the new payroll service will bring about several key benefits:

1. **Enhanced Accuracy:** The new system employs cutting-edge technology, reducing the likelihood of errors and ensuring precise and accurate payroll calculations.
2. **Improved Security:** Paychex is known for its robust security measures, guaranteeing the confidentiality and privacy of your payroll and personal information.
3. **User-Friendly Interface:** The new platform will feature an intuitive user interface, making it easier for you to access and manage your payroll-related information.
4. **Prompt Support:** In case of any payroll-related queries or issues, Paychex has a dedicated support team to assist us promptly.

NBCMA Operating and Capital Budgets – Management is analyzing current budget figures and capital improvement needs in anticipation of the budget process. The proposed schedule of the budget process will have the first draft of the budget completed by the end of September for Board presentation in October. The final draft of the Budget will be presented to the Board at their November meeting for their consideration and adoption.

Patrick M. Cicero vs. Pennsylvania Public Utility Commission – There was a discussion regarding the case involving the PA PUC and private utilities acquiring public utilities and whether it was beneficial to the ratepayers.

6a. Appointment of PMAA Delegate

A motion (Deon-O'Donnell) made to Michael Sullivan as the voting delegate to PMAA passed with 5 ayes.

**6b. Professional Services Agreement – Anthony Roth
TMP’s 31-055-045; 31-055-045-002 Lower Holland Road**

A motion (O'Donnell-Rehm) made that the Northampton, Bucks County, Municipal Authority Board enter into a Professional Services Agreement (PSA) with Anthony Roth regarding the above noted TMP's passed with 5 ayes.

6c. Consideration of Proposal – Dukes Root Control Inc.

A motion (McGill-Rehm) made to Board award a purchase order under the PA COSTARS™ Cooperative Purchasing Agreement 016-108 to Dukes Root Control Inc. of Elgin Illinois in accordance with their sales quotation dated July 27, 2023 in an amount not to exceed \$75,000.00 passed with 5 ayes.

Mr. Sullivan noted that we are still in an active Drought Warning issued by the Pennsylvania Department of Environmental Protection.

Mr. Sullivan noted that coating of 150-200 manholes will be done in the fall, with Board permission we would like to get a COSTARS™ proposal for Board consideration at the September Board meeting.

7. Engineer's Reports

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

Contract Payment #4 Insituform Technologies

A motion (McGill-Rehm) made to approve payment #4 in the amount of \$209,067.55 to Insituform Technologies for Contract 2-S-21 passed with 5 ayes.

Contract Payment #6 Final AJM Electric Inc. Admin Generator

A motion (O'Donnell-McGill) made to approve payment #6 (Final) in the amount of \$9,743.50 to AJM Electric Inc. for Contract #2-W-21-E passed with 5 ayes.

Letter of Credit Reduction – Northampton Glen #1

A motion (McGill-Deon) made to authorize the following reductions in the Letter of Credit No. 132609843 (Sewer & Water) with Univest Bank for Northampton Glen Development in the amounts of \$91,813.70 Sewer, and \$71,112.00 Water, in accordance with the Pennoni Assoc. Inc. review letter of July 27, 2023 passed with 5 ayes.

Steve Walsh P.E. of Gilmore and Associates provided an update on the following:

The cost budget for the Navy water connection project will be complete by the end of September. The cost will be broken down as a per house connection. There was a discussion on the scope of the work to be completed.

8. 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™ to be picked up this Friday.

Mr. Greenwood reported that the staff is investigating a preliminary notice from the Pennsylvania Department of Environmental Protection regarding a missed sampling event for recently modified monitoring requirements. Staff will issue the required Public Notification form if required.

9. Solicitor's Report

Resolution 2023-1287 Scanlon Land Development - Tabled

The Board went into Executive Session from 7:16 to discuss matters of litigation

The Board reconvened at 7:45. There was no action taken.

There being no further business to discuss, Mr. Deon adjourned the Meeting at 7:46 p.m.