

MINUTES OF THE REGULAR MEETING OF THE
NEWTOWN, BUCKS COUNTY,
JOINT MUNICIPAL AUTHORITY

January 9, 2024

The regular monthly meeting of the Newtown, Bucks County, Joint Municipal Authority (NBCJMA) was duly held on January 9, 2024, beginning at 3:40 p.m. at the Authority's office at 15 South Congress Street, Newtown, Bucks County, Pennsylvania. Present were Chairman Christopher Gusty, Gerald Schenkman, Elen Snyder, Christine Sciarrotta and Linda Bobrin. Also present from the Authority's Office were Mike Menditto, Manager, Matthew Nesteruk, Chief Administrative Officer, Warren Gormley, Special Project Manager, and Jeff Moorhead, Field Superintendent. Jessica L. VanderKam, Esquire, the Authority's Solicitor; and Edward Woyden and Theresa Funk from Gannett Fleming, the Authority's Engineer, were also in attendance.

The Pledge of Allegiance was recited prior to the start of the meeting.

The December 12, 2023 Minutes were reviewed. Upon motion made by Ms. Snyder and seconded by Ms. Sciarrotta, and carried with all members present voting aye with the exception of Mr. Schenkman who abstained, the December 12, 2023 Minutes were approved.

VISITORS SCHEDULED: Paul Logan was scheduled but could not attend this meeting.

An Expenditures Register, including a list of accounts payable, which is attached hereto, made a part hereof and marked Exhibit "A" was distributed and reviewed by Mr.

Menditto. Upon motion made by Ms. Sciarrotta, seconded by Ms. Snyder, and carried, all members present voted aye to approve payment of bills.

Mr. Nesteruk reviewed the list of receipts from December 2023.

Mr. Menditto presented the monthly bills and Expenditures Register to the Board. Upon motion made by Ms. Bobrin, and seconded by Mr. Gusty, and carried, all members present voting aye, the transfer of \$367,000.00 from the trust account to the operating account was approved.

Mr. Nesteruk reviewed the Statement of Health Reimbursement for the month of December 2023. Upon motion made by Mr. Schenkman, and seconded by Ms. Sciarrotta, and carried, all members present voting aye, a transfer of \$2,978.77 from the Revenue Account to the Health Reimbursement Account was approved.

Delinquent accounts were presented to the Board by Mr. Nesteruk. Mr. Nesteruk and/or the Solicitor were authorized to continue to collect or lien delinquent accounts.

PUBLIC COMMENT: None.

ENGINEER'S REPORT: Ms. Funk presented the Engineer's Report and answered all questions to the satisfaction of the Board. The Engineer's Report is attached hereto, made a part hereof and marked Exhibit "B."

SOLICITOR'S REPORT: Ms. VanderKam presented the Solicitor's Report and answered all questions to the satisfaction of the Board. The Solicitor's Report is attached hereto, made a part hereof and marked Exhibit "C."

MANAGER'S REPORT: Mr. Menditto presented the Manager's Report and answered all questions to the satisfaction of the Board. The Manager's Report is attached

hereto, made a part hereof and marked Exhibit "D." Mr. Menditto informed the Board that Paychex Corporation will begin to manage payroll. The transition from Simpay to Paychex will not require any fees, signatures or contracts. Mr. Menditto also requested the Board members to review the Authority website to determine what updates may be necessary.

FIELD REPORT: Mr. Moorhead presented the Field Report and answered all questions to the satisfaction of the Board. The Field Report is attached hereto as Exhibit "E."

SPECIAL PROJECTS REPORT: Ms. Funk presented the Special Projects Report and answered all questions to the satisfaction of the Board. The Special Projects Report is attached hereto, made a part hereof and marked Exhibit "F."

OLD BUSINESS:

A. The date of the meeting with the Bucks County Planning Commission is to be determined.

B. The Authority is planning a field trip to similar treatment plants. The type of plant needed has not been determined. The Authority is waiting for sampling of three to four treatment processes by the Engineer. Once the type of plant has been determined, the Authority will visit similar plants.

NEW BUSINESS:

Upon motion by Ms. Snyder and seconded by Ms. Bobrin, and carried with all members present voting aye, the Authority approved an agreement with Paymentus Co. to manage credit card processing and online payments. The contract fee is \$2,000.00 paid by the

Authority, along with a \$700.00 fee to AMS. The transaction fee would be paid by the customer. The payment site will take 60-90 days to become functional.

FINANCIAL STATEMENT: Mr. Menditto went over the financial statement briefly. This is the fifth month of our 2023-2024 budget. Rentals are at 43%, total revenue is at 43%, total salaries are at 38%, operating expenses are at 38% and utilities are at 27%. Month-to-date net result from operations is \$166,096.15. Year-to-date net result is \$709,781.02.

The regular meeting was adjourned at 4:20p.m.

Executive Session to discuss a potential real estate purchase occurred from 4:21p.m. to 5:00p.m. No action was taken.


Christopher Gusty, Chairman