

**NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY**  
**M I N U T E S**

Northampton, PA – April 8, 2025

The regular monthly meeting of the Board of the Northampton Borough Municipal Authority (NBMA) was held at 5:00 p.m. on April 8, 2025 in the NBMA Edward D. Hozza, Sr., Board Room, 1 Clear Springs Drive, Northampton, PA. Chairman Deily & Board Members Haldeman, Hucaluk and Lopsonzski were present. Also, in attendance were, Mr. Stephen J. Kerbacher, General Manager/Secretary, Mrs. Lori Schwartz, Treasurer/Comptroller and Mr. Scott Steirer, Attorney Dave Steckel was also in attendance. Vice Chair Glassic was not in attendance.

The Board of Northampton Borough Municipal Authority called for executive session beginning at 4:00 p.m. reconvened at 5:25 p.m.

Attorney Dave Steckel, Fitzpatrick Lentz & Bubba, PC, attended meeting and withdrew from the meeting at 5:26 p.m.

Pledge of Allegiance to the American Flag.

Upon motion by Mr. Lopsonzski and Mrs. Hucaluk, the Board approved the minutes of the monthly meeting held March 11, 2025 and March 2025 Cash Vouchers.

**Chairman's Report:**

PMAA - Management Workshop – May 7, 2025 – The Hotel Hershey, Hershey, PA 17033.

PA AWWA – 77<sup>th</sup> Annual Conference – May 13-15, 2025 – Kalahari Resorts & Convention.

PMAA Region 2 & 3 Spring Meeting – Thursday, May 22, 2025 – Sand Springs Country Club, Drums PA.

AWWA – 2025 Annual Conference & Exposition – June 8-11, 2025 Denver, Colorado.

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**TREASURER/COMPTROLLER REPORT:**

The Treasurer/Comptroller presented the following invoices for approval:

**Gannett Fleming, Inc. – Invoices:**

The Gannett Fleming, Inc.–Invoices covering March 2025 services, see below:

Gannett Fleming, Inc. (GFI) dated April 3, 2025, for professional services rendered through March 28, 2025. Engineering Services – Asset Management Program Services – AMP Asset Management Program –Total due this invoice - \$299.78. (Total fee remaining: \$225.73)

Gannett Fleming, Inc. – (GFI) dated April 3, 2025, for professional services rendered through March 28, 2025. Conduct an annual inspection of water system facilities, evaluate operating procedures and provide a written report. 2025 Annual Water System Inspection/Report. Total due this invoice \$1,588.37.

Gannett Fleming, Inc. (GFI) dated April 3, 2025, for professional services rendered through March 28, 2025. Update water system GIS maps and perform related services. Mapping Updated & GIS Assistance. Total due this invoice \$3,702.62.

Gannett Fleming, Inc. (GFI) dated April 3, 2025, for professional services rendered through March 28, 2025. Provide general engineering services related to NBMA water system facilities and operations, including meeting attendance, consulting advice, SDWA compliance, main extensions and replacements. Trust Indenture requirements, etc. 2025 General Consulting Services. Total due this invoice \$1,048.33.

Gannett Fleming, Inc. (GFI) dated April 3, 2025, for professional services rendered through March 28, 2025. CE Report & Budget Forecast. Review CE Report and Budget Forecast and provide rate/debt service coverage and insurance certificate as required by the Trust indenture. CE Report and Budget Forecast. Total due this invoice \$2,607.09.

Total Invoices - \$9,246.19.

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Upon recommendation of Mr. Martin Hozza and Mr. Stephen Kerbacher, the Board, upon motion by Mr. Lopsonzski and Mrs. Hucaluk, approved the invoices dated April 3, 2025 from Gannett Fleming, Inc. in the total amount of \$9,246.19.

The Treasurer/Comptroller reported the Bond Redemption and Improvement Fund in the amount of \$875,000.00 was made on April 17, 2025. This is done annually based on excess funds in the Revenue Account. Mrs. Schwartz briefly elaborated on same.

The higher-than-normal transfer was from an increase in paid work and higher revenues than expected from sales. She explained these funds can be used for needed vehicles, equipment and necessary capital projects. She hopes this transfer amount satisfies the needs of the Authority for this fiscal year so it is not necessary to further use the reserves of the Bond Redemption and Improvement Fund.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board approved the year end Revenue transfer to Bond Redemption and Improvement Fund in the amount of \$875,000.00.

PMHIC 2024 Health Care Rebate – The Treasurer/Comptroller reported that NBMA will receive an estimate surplus rebate for 2024 in the amount of \$98,000.00 as of December 31, 2024. The final numbers will be received in the next few months. The rebate for 2023 was \$80,061.00.

The Treasurer/Comptroller presented the invoice from Pierce & Steirer, LLC, for professional services rendered for the month of March 2025 in the amount of \$2,289.15. Total year to date \$4,457.80.  
(Legal Union Representation – March 2025 \$1,690.00. Total to date \$4,267.50).

Upon motion by Mrs. Hucaluk and Ms. Haldeman, the Board approved the invoice from Pierce & Steirer, LLC., in the amount of \$2,895.15.

There Treasurer/Comptroller presented the invoice from Fitzpatrick Lentz & Bubba, PC – Attorney at Law – Labor/Employment professional services rendered through February 28, 2025 is \$2,621.20. Total year to date \$4,511.20.

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Upon motion by Mrs. Hucaluk and Ms. Haldeman, the Board approved the invoice from Fitzpatrick Lentz & Bubba, PC Labor/Employment – Attorney at Law, in the amount of \$2,621.20.

Total to date Labor Law Attorney – (Union)  
(Flamm Walton Heimbach- retired) Total to date 2024-2025- \$5,586.00.  
Fitzpatrick Lentz & Bubba - Total to date \$4,511.20.  
Pierce & Steirer, LLC – Total to date \$4,267.50.

Total year to date for all union representation – \$14,364.70.

The Treasurer/Comptroller presented the March 2025 NBMA Consumption Report –February 2025 Operating Financial Statements - Replacement and Renewals – and Delinquent Water Account Status.

The Treasurer/Comptroller reported on the new NBMA Accounts Metered – Five (5) - new meters were installed in March – (0-Northampton, 1-Allen Township, 4-North Catasauqua, 0-Laury's Station, 0-Coplay, 0-W.Catasauqua, 0-Fullerton, 0-Hokendauqua, 0-Stiles, 0-Egypt, 0-Cementon, 0-North Whitehall, 0-Clearview, & 0-Water Hauler). Calendar Year to Date –20 New accounts Fiscal Year 2024 to 2025 to Date-113. The information pertinent to new connections was sent to the Borough of Northampton and Allen Township.

The Treasurer/Comptroller reported NBMA replaced 555 Meters and 644 MXU's Fiscal Year to Date. Total cost of Meters and MXU's fiscal year to date \$168,626.83.

The Treasurer/Comptroller presented the following M&T Bank 2003 Requisitions as follows:

### **M&T BANK 2003 REQUISITIONS:**

\*2003 Revenue Fund Requisition #2 - \$505,365.78 – May 2025 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees, Penn Vest Loan.

\*2003 Revenue Fund Requisition #3 – \$16,737.53 – March 2025 Meter & MXU & Reimbursement & Replacement Program.

Total Revenue Fund Requisitions: \$522,103.31.

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Upon motion by Mr. Lopsonzski and Mrs. Hucaluk, the Board unanimously approved the 2003 Revenue Fund Requisitions as listed above in the total amount of \$522,103.31, contingent upon approval by Gannett Fleming, Inc.

\*2003 Construction Fund Requisition #1 – \$312,297.00 – Pipe purchase for 2025 projects, Greenleaf Fields at Parkland LLC & Stone Ridge Meadows, Inc. Total amount \$312,297.00

Upon motion by Mr. Lopsonzski and Mrs. Hucaluk, the Board approved the 2003 Construction Fund Requisition #1 in the amount of \$312,297.00, contingent upon approval by Gannett Fleming, Inc.

\*2003 Bond Redemption and Improvement Fund Requisition #1– (Resolution #2) Construction of Capital Additions Pipe purchase. Approximately 6,170’ of 8” Ductile Iron Pipe & 1,540’ of 12” Ductile Iron Pipe. Pipe purchase for 2025 construction project. Total amount \$395,252.20.

Upon motion by Mr. Lopsonzski and Mrs. Hucaluk, the Board approved the 2003 Bond Redemption and Improvement Fund #1 listed above, in the total amount of \$395,252.20, contingent upon approval by Gannett Fleming, Inc.

\*PLGIT – Certificates of Deposits in the total of \$7,008,000.00 and cash of \$656,807.81 are held for the following Restricted Funds of the NBMA Trust Indenture at M&T Bank: Bond Redemption & Improvement Account, Emergency Repair Fund, Revenue Fund and Debt Service Reserve Fund. The projected interest upon maturity on the Certificates of Deposit invested for these funds is \$335,157.16. The Federated Money Market (Direct Obligations of the US Government) at M&T Bank has a yield of 3.98 %, the Certificate of Deposit investments with PLGIT are currently yielding 4.00%-5.45%.

## **MANAGER’S REPORT:**

Staff Meeting – Mr. Kerbacher reported that the NBMA Staff Meeting was held on Thursday, April 3, 2025 at 9:00 a.m. in the NBMA Headquarters Building.

On the recommendation of Mr. Kerbacher, the Board, upon motion by Ms. Haldeman and Mrs. Hucaluk, authorized an increase in salary for Mr. Thomas Grbas, Water Treatment Plant Operator, effective April 18, 2025 from \$31.01 to

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\$33.21, based on the six (6) month review presented and discussed by the Manager. Mr. Grbas was employed on April 18, 2022.

Upon motion by Mr. Lopsonzski and Mrs. Hucaluk, the Board approved AWWA – Membership - Partnership for Safe Water in the amount of \$600.00 for March 1, 2025 to February 28, 2025.

Upon motion by Ms. Haldeman and Mrs. Hucaluk, the Board approved the yearly Digital Assurance Certification (DAC) invoice in the amount of \$2,000.00.

DAC Digital Assurance Certification LLC – Mr. Kerbacher reported that the Northampton Borough Municipal Authority's Budget Forecast and Consulting Engineers report for the fiscal year ending March 31, 2023 was transmitted to the Digital Assurance Certification LLC (DAC) who posted it to EMMA on March 20, 2025.

Water Quality Report (CCR) 2024 – Mr. Kerbacher reported that the 2024 Water Quality Report is now available on the [www.nbma.org](http://www.nbma.org) website as of April 3, 2025. A copy was distributed to the Board and Staff.

NBMA Audit – the NBMA Audit for period April 1, 2024 to March 31, 2025 will be performed by Campbell, Rapport and Yurasits beginning April 28, 2025 in the NBMA Headquarters.

The Authority Magazine – Mr. Kerbacher reported that the April 2025 Authority Magazine was distributed to the Board.

Semi-Annual Report – Mr. Kerbacher referred to the semi-annual Water Analysis Report for the period October 1, 2024 through March 31, 2025.

### **Operations Report:**

Mr. Stephen Kerbacher referred to the Operation's Report for April 2025. Construction projects completed in March 2025 were presented as well as current projects underway in the month of April 2025. A list of upcoming scheduled projects and potential proposed projects were presented.

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SR 0329 Cementon Bridge Replacement – Mr. Kerbacher reported that Mr. Michael Bodnar and Mr. Bruce Gerhard, met with Pierson Construction regarding replacement and relocation of the 12” water main along 21<sup>st</sup> Street in Northampton that is identified in the work scope of the bridge replacement project. Pierson has indicated that they are going to have some time in the schedule to begin water line work soon. The proposed work is in Pierson’s contract and he’s been designed by Gannett Flemming, Inc. and approved by NBMA and the Pennsylvania Department of Transportation (PA DOT).

Lead and Copper Rule – Mr. Kerbacher updated the Board on the lead and copper rule compliance. Letters were sent to over 11,000 customers. The intent is to try and find out the type of material of the customer’s side of the water service line. This information is being mandated by the US Environmental Protection Agency (EPA). A brief discussion followed.

Taste & Odor – Mr. Kerbacher reported that there are no taste and odor issues at this time.

Lehigh River – Cementon Dam update – no further information at this time.

Monthly Water Treatment Plant Report – Mr. Kerbacher reported on the monthly NBMA Water Treatment Plant report.

2MG Cementon Tank #1 - Mr. Kerbacher the DN Tanks has indicated that they plan to be on-site in early May 2025 (weather permitting) to complete the rehabilitation of Tank #1.

Authorization #3: Estimated cost to install approximately 900 feet of ductile iron pipe with appurtenances in unnamed access road between Savage Road and Stone Gate Drive, to provide water service to 3 commercial buildings, Allen Township also, 2-2” service connections, 1- 1 ½” service connection and 2- 6 Fire Hydrants. Applicant Stone Ridge Meadows, Inc. c/o Tim Livengood, 745 Almont Road, Walnutport, PA 18088. Total cost to applicant \$88,218.00. All rock excavation extra at current price at time of installation \$12.00 per cubic yard.

Authorization #4: Estimated cost to install approximately 6,717 feet of 8-inch ductile iron pipe with appurtenances in George Street (2,851’) Greenleaf Street (2,257’) Carl Court (438’), Valley Green Drive (880’) and the connector line from George St to Greenleaf Street (291’) to provide water service to proposed

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Greenleaf Fields at Parkland Housing Development located west of Maple Street, North Whitehall Township, Lehigh County. Also 12-6" fire Hydrants 2-1" service connections with meter pit and 42 – ¾" service connections. Applicant: Greenleaf Fields at Parkland, LLC., c/o Phillip Malitch, P.E., 4511 Falmer Road, Bethlehem, PA 18020. Total cost to applicant: \$622,047.00. One (1) Fire Hydrant was paid in Maple Street agreement but not installed. NBMA will incur cost to upgrade 2,250 feet of 8-inch main to 12-inch main in Greenfield Estates, North Whitehall Township. (This upgrade is beneficial for future water service opportunities in the section of the distribution system) 2,260 feet @ \$25.56 per foot = \$57,765.60. All rock excavation extra at current price at time of installation \$120.00 per cubic yard.

Authorization #5: Estimated cost to install approximately 740 feet of ductile iron pipe in Railroad Street from 17<sup>th</sup> Street to 16<sup>th</sup> Street, Northampton Borough, to replace existing 2" galvanized main, also added 1-fire hydrant at 16<sup>th</sup> and Railroad Streets and connect 9- ¾" services. Applicant Northampton Borough Municipal Authority 1 Clear Springs Drive, Northampton, PA 18067. Total cost to applicant, \$97,871.35. All rock excavation extra at current price at time of installation \$120.00 per cubic yard.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board approved the Authorizations listed above.

**ENGINEERS' REPORT:** (Mr. R. Scott Hughes was not in attendance)

**SOLICITOR'S REPORT:**

### **Old Business**

Liens and Satisfactions – \$8,577.82 worth of Liens, continuing.

### **New Business**

No new business.

Upon motion Mr. Lopsonzski and Mrs. Hucaluk, the Board unanimously agreed to adjourn at 6:13 p.m. to meet in a regular session on Tuesday, May 13, 2025 at 5:00 p.m. in the NBMA Headquarters Building.

Stephen J. Kerbacher, General Manager

Visitor(s) 2 Total year to date 3.