

NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY
M I N U T E S

Northampton, PA – July 8, 2025

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

Pledge of Allegiance to the American Flag.

Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board approved the minutes of the monthly meeting held June 10, 2025, adjourned meeting June 23, 2025, and June 2025 Cash Vouchers.

The Board of Northampton Borough Municipal Authority called for an executive session beginning 5:03 p.m. reconvened at 6:30 p.m.

Attorney Dave Steckel, Fitzpatrick Lentz & Bubba, PC, attended meeting and withdrew from the meeting at 6:30 p.m.

Chairman's Report:

PMAA 83rd Annual Conference & Trade Show – September 7-10, 2025 to be held at Wind Creek, Bethlehem, PA.

TREASURER/COMPTROLLER REPORT:

The Treasurer/Comptroller presented the following invoices for approval:

The Gannett Fleming, Inc.—Invoices covering June 2025 services, see below:

Gannett Fleming, Inc. (GFI) dated June 26, 2025, for professional services rendered through June 20, 2025. Update water system GIS maps and perform related services. Mapping Updated & GIS Assistance. Total due this invoice \$344.36.

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Gannett Fleming, Inc. (GFI) dated June 26, 2025, for professional services rendered through June 20, 2025. Assist NBMA with Cementon Tank No.2 and Tank No. 1. Project, including Preliminary Investigations, Final Designs, Permitting, Pennvest, Bid Phase and Construction Phase Services. Cementon Tanks Project. Total due this invoice \$14,274.89.

Gannett Fleming, Inc. (GFI) dated June 26, 2025, for professional services rendered through June 20, 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 \$550.73.

Total Invoices - \$15,169.98.

Upon recommendation of Mr. Martin Hozza and Mr. Stephen Kerbacher, the Board, upon motion by Mr. Glassic and Ms. Haldeman, the Board approved the invoices dated June 26, 2025 from Gannett Fleming, Inc. in the total amount of \$15,169.98.

The Treasurer/Comptroller presented the invoice from Pierce & Steirer, LLC – Invoice dated July 7, 2025 for professional services rendered for the month of June 2025 in the amount of \$4,120.00. Total year to date \$12,665.91. (Legal Union Representation– June 2025- \$780.00 - Total to date \$7,192.50).

Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board unanimously approved the invoice from Pierce & Steirer, LLC dated July 7, 2025 for professional services rendered for the month of June 2025 in the amount of \$4,120.00.

Fitzpatrick Lentz & Bubba, PC – (Dave Steckel) (New as of December 2024) Attorney at Law – Labor Negotiations/ General Labor and Employment Matters – invoice dated June 5, 2025, for professional services rendered through May 31, 2025 is \$6,870.00. Total to date \$23,231.20. No new bills were available this month.

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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 – \$23,231.20.
Pierce & Steirer, LLC – Total to date \$7,192.50.
Total to date for all union representation – \$36,009.70.

The Treasurer/Comptroller presented the June 2025 NBMA Consumption Report, the April & May 2025 Operating Financial Statements and the Replacement and Renewals, also the Delinquent Water Account Status.

NBMA NEW ACCOUNTS METERED – Six (6) - new meters were installed in June – (0-Northampton, 2-Allen Township, 3-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, & 1-Water Hauler). Calendar Year to Date –45 New accounts Fiscal Year 2025 to 2026 to Date-25. The information pertinent to new connections was sent to the Borough of Northampton and Allen Township.

The Treasurer/Comptroller reported NBMA replaced 212 Meters and 220 MXU's Fiscal Year to Date. Total cost of Meters and MXU's fiscal year to date \$67,243.99.

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

M&T BANK 2003 REQUISITIONS:

2003 Revenue Fund Requisition #9 - \$505,365.78 – August 2025 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees, Penn Vest Loan.

2003 Revenue Fund Requisition #10 – \$13,400.00 – June 2025 Meter & MXU & Reimbursement & Replacement Program.

2003 Construction Fund Requisition #3 - \$71,915.42 – June Tapping Fees Greenleaf Fields (Inventory items)

Total Revenue Fund Requisitions: \$590,681.20.

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Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board approved the 2003 Revenue Fund Requisitions and 2003 Construction Fund Requisition as listed above in the total amount of \$590,681.20 contingent upon approval by Gannett Fleming, Inc.

Northampton Borough Municipal Authority Purchased the following CD's:

PLGIT – Certificates of Deposits in the total of \$7,495,000.00 and cash of \$623,587.85 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 \$400,755.67. 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%-5.20%.

Emergency Repair Fund

Resolution #273 – On June 25, 2025 a \$239,000.00 – 365-CD was purchased with a net interest rate of (4.50%/4.35%) and interest at maturity will be \$8,100.00.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board approved the Emergency Repair Fund as presented above and to be submitted to M&T Bank.

The NBMA statement Net Position (condensed Balance Sheet) for the fiscal year ending March 31, 2025 appeared in the Express Times on Friday, June 20, 2025. A copy was forwarded to Campbell, Rappold & Yurasits, LLP, as requested on June 24, 2025.

Final Audit for fiscal year end March 31, 2025 was distributed to all interested parties (Board, Staff & M&T Bank) and posted on EMMA (Electronic Municipal Management Access) via DAC June 16, 2025. Approval for final Audit,

Upon motion by Mr. Glassic and Ms. Haldeman, the Board approved the Final Audit for fiscal year end March 31, 2025.

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The Treasurer/Comptroller reported the DCED-CLGS-4 Annual Report of Municipal Authorities 2025 – was electronically filed by Campbell, Rappold & Yurasits with the Commonwealth of Pennsylvania – Department of Community Affairs. The Borough of Northampton received DCED report and the March 31, 2025 Audit Report on June 20, 2025.

Invoice from Campbell, Rappold & Yurasits LLP, CPS's dated June 14, 2025 for professional services rendered Single Audit of Governmental Financial Statements for period end March 31, 2025 and Preparation of DCED Report and Condensed Financial Statement for newspaper in the amount of \$20,450.00. Last year's amount was \$19,600.00.

Upon motion by Ms. Haldeman and Mrs. Hucaluk, the Board approved the payment to Campbell, Rappold & Yurasits, LLP, in the amount of \$20,450.00.

The Treasurer/Comptroller presented the semi-annual exchange of services, Memorandum of Understanding Agreement (MOU) with the Borough of Northampton as of June 30, 2025, the Borough of Northampton owes Northampton Borough Municipal Authority (NBMA) \$1,606.64 due July 31, 2025.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board approved the Memorandum of Understanding regarding agreement of payment (Exchange of Services) (January 2025 to June 2025) as presented above – Borough of Northampton owes NBMA \$1,606.64.

MANAGER'S REPORT:

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

Annual NBMA Clambake Meeting – will be held Friday, August 15, 2025 @ Tri-Boro Sportsmen Club at 12:00 noon.

Keystone Alliance Consulting, Inc. – Mr. Kerbacher discussed the professional service proposal for the Water Rate Study update at a cost of \$17,800.00.

Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board approved the professional service proposal for NBMA Water Rate Study update in the amount of \$17,800.00.

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Asset Management Study Update – Mr. Kerbacher stated a meeting is scheduled for July 15, 2025 to finalize the study.

PMAA Notification of Voting Delegate & Alternate – Mr. Kerbacher referred to the Notification of Voting Delegate & Alternate for the upcoming PMAA Annual Conference for the upcoming PMAA Annual Conference September 7-10, 2025, Wind Creek Bethlehem, PA.

Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board appointed Mr. Stephen J. Kerbacher as PMAA Voting Delegate and Ms. Judith Haldeman as Alternate Delegate.

2025 Chapter 302 Operator Certification Annual Service Fee DEP – Invoice for 2025 \$500.00.

Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board approved the DEP Chapter 302 Operator Certification Annual fee in the amount of \$500.00.

PMRS Excess Interest Award – Mr. Kerbacher reported the 2023 Excess Interest award is \$161,418.00 for Pension Plan 48-164-8N1 and for Pension Plan (CB Plan) 48-164-8N2 is \$10,817.00.

Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board approved the PMRS Excess Interest for 2023 as stated above to be re-invested into the general pension funds for each plan.

On the recommendation of Mr. Kerbacher and Mr. Martin Hozza, the Board upon motion by Mr. Glassic and Mrs. Hucaluk, authorized an increase in salary effective July 5, 2025 from \$31.01 increase \$2.20 to \$33.21 per hour for Mr. Shawn Sovorsky, Water Treatment Plant Operator (WTP), based on the six (6) month review presented and discussed by the Manager. Mr. Shawn Sovorsky was employed July 5, 2022.

Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board approved Mr. Michael C. Bodnar to be an Authorized Check Signer.

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Operations Report:

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

SR 0329 Cementon Bridge Replacement – Mr. Kerbacher reported that the majority of the relocation work on the Northampton side of the river is complete. The Pierson crews will now begin work on the Whitehall side.

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 reported that DN Tanks crew is on site. A plan has been implemented to begin rehabilitation of Tank #1. The project will be monitored by NBMA and Gannett Fleming inspectors. Updates will follow. A brief discussion followed.

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

SOLICITOR'S REPORT:

Old Business

Liens and Satisfactions – \$13,141.23 worth of Liens, continuing.

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New Business

No new business.

Upon motion Mr. Glassic and Mrs. Hucaluk, the Board unanimously agreed to adjourn at 7:47 p.m. to meet in a regular session on Tuesday, August 12, 2025 at 5:00 p.m. in the NBMA Headquarters Building.

Stephen J. Kerbacher, General Manager

Visitor(s) 4 Total year to date 8.