

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

Northampton, PA – April 9, 2024

The regular monthly meeting of the Board of the Northampton Borough Municipal Authority (NBMA) was held at 5:00 p.m. on April 9, 2024 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, Solicitor. Vice Chairman Glassic attended via teleconference.

Pledge of Allegiance to the American Flag.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board unanimously approved the minutes of the monthly meeting held March 19, 2024 and the March 2024 Cash Vouchers.

**Chairman's Report:**

PA – AWWA Conference – May 13-15, 2024, Lancaster, Marriott

ACE – AWWA – June 10-13, 2024, Anaheim, CA.

Moment of Silence – Passing of Mr. Richard Zareczky on March 22, 2024, he was an NBMA Employee.

Chairman Deily reported on the Morning Call article dated April 9, 2024, regarding PA Lawmakers regulators, scrutinize water privatization article.

**Treasurer/Comptroller Report:**

The Treasurer/Comptroller presented the following invoices for approval:

**Gannett Fleming, Inc. – Invoices:**

The Gannett Fleming Invoices covering March services, see below:

Gannett Fleming, Inc. (GFI) dated April 8, 2024, for professional services rendered through March 29, 2024. Review CE Report and Budget Forecast and provide

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rate/debt service coverage certification, as required by the Trust Indenture. 24C – CE Report and Budget forecast. Total due this invoice \$2,423.92.

Gannett Fleming, Inc. (GFI) dated April 8, 2024, for professional services rendered through March 29, 2024. Assist NBMA with the Cementon Reservoir Cover and Lining Project, including Designs, Permitting, Bid Phase and Construction Phase Services. Cementon Res. Cover & Lining Project. Total due this invoice \$6,390.73.

Gannett Fleming, Inc. (GFI) dated April 8, 2024, for professional services rendered through March 29, 2024. Provide general engineering services related to NBMA water systems facilities and operations, including meeting attendance, consulting advice, SDWA compliance, main extensions and replacements, Trust Indenture requirements, etc. 24A – General Consulting Services. Total due this invoice \$1,025.75.

Gannett Fleming, Inc. (GFI) dated April 8, 2024, for professional services rendered through March 29, 2024. Assist NBMA with the 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 \$12,199.60.

Gannett Fleming, Inc. (GFI) dated April 8, 2024, for professional services rendered through March 29, 2024. Conduct an annual inspection of water system facilities, evaluate operating procedures and provide a written report. 24B – Annual Water System Inspection Report. Total due this invoice \$2,855.51.

Gannett Fleming, Inc. (GFI) dated April 8, 2024, for professional services rendered through March 29, 2024. Update water system GIS maps and perform related services. 24D – Mapping Updates / GIS Work. Total due this invoice \$1,082.23.

Total Invoices \$25,977.74

Upon recommendation of Mr. Martin Hozza and Mr. Stephen Kerbacher, the Board upon motion by Mr. Lopsonzski and Ms. Haldeman approved the invoices dated April 8, 2024 from Gannett Fleming, Inc. in the total amount of \$25,977.74.

DN Tank Application - Cementon Tank #2 Pennvest Loan #11 – \$55,670.00.

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Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board approved the DN Tank Application – Cementon Tank #2 - Pennvest Loan#11 in the amount of \$55,670.00.

The Treasurer/Comptroller reported that the year-end revenue transfer to Bond Redemption and Improvement Fund in the amount of \$850,000.00 was made on April 10, 2024. This is done annually based on the excess funds in the Revenue Account. Mrs. Schwartz briefly elaborated on same. There was a larger amount of capacity fees from the Willow Brook project that contributed to higher excess revenue along with a few paid jobs. The Treasurer/Comptroller did mention the Willow Brook project is almost built out, so next year's excess revenues may not be as high.

PMHIC 2023 Health Care Rebate – The Treasurer/Comptroller reported that NBMA received an estimate surplus rebate for 2023 in the amount of \$80,061.00. The final numbers will be received in the next few months. The rebate for 2022 was \$0.00.

The Treasurer/Comptroller presented an invoice from Pierce and Steirer, LLC dated April 2, 2024, for professional services rendered for the month of March 2024 in the amount of \$826.58. Total year to date \$2,477.03.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board unanimously approved the invoice from Pierce and Steirer, LLC dated April 2, 2024, for professional services rendered for the month of March 2024 in the amount of \$826.58.

The Treasurer/Comptroller presented the March 2024 NBMA Consumption Report, February 2023 Operating Financial Statements, Replacement and Renewals and Delinquent Water Account Status at this time.

The Treasurer/Comptroller reported on the new NBMA Accounts Metered – Eleven (11) - new meters were installed in March – (7-Northampton, 2-Allen Township, 0-North Catasauqua, 0-Laury's Station, 0-Coplay, 2-W. Catasauqua, 0-Fullerton, 0-Hokendauqua, 0-Stiles, 0-Egypt, 0-Cementon, 0-North Whitehall, 0-Clearview, & 0-Water Hauler). Calendar Year to Date –36; New accounts Fiscal Year 2023 to 2024 to Date-140. The information pertinent to new connections was sent to the Borough of Northampton and Allen Township.

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The Treasurer/Comptroller reported NBMA replaced 611 Meters and 617 MXU's, fiscal year to date. Total cost of Meters and MXU's fiscal year to date \$170,989.33.

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

**M&T BANK 2003 REQUISITIONS:**

\*2003 Revenue Fund Requisition #2 - \$479,747.00 –May 2024 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees.

\*2003 Revenue Fund Requisition #3 – \$20,600.00 – March 2024 Meter & MXU & Reimbursement & Replacement Program.

Total all Requisitions: \$500,347.00.

Upon motion by Messrs. Lopsonzski and Glassic, the Board unanimously approved the 2003 Revenue and 2003 Construction Funds as listed above in the total amount of \$500,347.00 contingent upon approval by Gannett Fleming, Inc.

\*PLGIT – Certificates of Deposits in the total of \$6,963,000.00 and cash of \$346,663.82 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 \$380,927.86. The Federated Money Market (Direct Obligations of the US Government) at M&T Bank has a yield of 5.00%, the Certificate of Deposit investments with PLGIT are currently yielding 5.00%-5.66%.

**MANAGER'S REPORT:**

**Managers' Report:**

Staff Meeting – Mr. Kerbacher reported that the NBMA Staff Meeting was held on Thursday, April 4, 2024 at 9:00 a.m. in the NBMA Headquarters Building.

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On the recommendation of Mr. Kerbacher, the Board, upon motion by Ms. Haldeman and Mrs. Hucaluk, unanimously authorized an increase in salary effective April 18, 2024 from \$26.61 to \$28.81 per hour for Mr. Thomas Grbas – WTP Operator – 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 unanimously approved the yearly Digital Assurance Certification LLC (DAC) invoice in the amount of \$1,500.00.

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 22, 2024.

Water Quality Report (CCR) – 2023 – Mr. Kerbacher reported that the 2023 Water Quality Report is now available on the [www.nbma.org](http://www.nbma.org) website as of April 9, 2024. A copy was distributed to the Board and Staff.

NBMA Audit – the NBMA Audit for the period April 1, 2023 to March 31, 2024 will be performed by Campbell, Rapport and Yurasits beginning April 22, 2024 in the NBMA Headquarters Building.

The Authority Magazine – Mr. Kerbacher reported that the April 2024 Authority Magazine was distributed to the Board.

PA DEP/EPA – Mr. Kerbacher informed the Board that NBMA will be participating in a free Cyber Security Assessment sponsored by the EPA. A conference call will be set in the near future with a consultant who is appointed by EPA and the NBMA staff to discuss and evaluate NBMA’s cyber security.

Semi-Annual Report – Mr. Kerbacher referred to the Semi-Annual Water Analysis Report for the period October 1, 2023 to March 31, 2024.

**Operations Report:**

Mr. Stephen Kerbacher referred to the Operation's Report for April 2024. Construction projects completed in March 2024 were presented as well as current projects underway in the month of April 2024. A list of upcoming scheduled projects and potential proposed projects were presented.

Mr. Kerbacher reported that the NBMA Distribution System Flushing began on April 7, 2024.

New 3MG Cementon Tank #2 – Mr. Kerbacher updated the Board on the project. Construction of Tank #2 is complete. The PA DEP operating permit has been received and Tank #2 has been placed into service. Tank #1 has been drained and inspected and the cost estimate for rehabilitation is \$853,750.00 which is over the bid allocation of \$500,000.00. Gannett Fleming will be submitting a change order to PA DEP and Pennvest for the additional cost. This will not increase the original project bid of \$5,412,500.00. A brief discussion followed.

3MG Reservoir Cover and Liner Replacement – Mr. Kerbacher updated the Board on the design and bid specifications for the project.

By a motion from 1. Mr. Lopsonzski and 2. Ms. Haldeman, the Board voted unanimously to advertise this project for bid on PennBid with a bid opening date of May 9, 2024 at 11:00 a.m. EST.

SR 0329 Cementon Bridge Replacement – Mr. Kerbacher reported that the bids for this project were opened on January 12, 2023 and the apparent low bidder was Richard E. Pierson Construction Company from Woodstown, NJ at bid amount of \$21,724,776.64. A brief discussion followed. Mr. Kerbacher reported that utility relocation is being performed by PPL and Verizon at this time. Water line relocation will happen at a later date. No further updates at this time.

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

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

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

SOLICITOR'S REPORT:

Old Business


1. Liens and Satisfactions – \$5,115.61 worth of Liens, continuing.
2. LCA-DEP Permit
3. Act 151 Policy
4. Bower – Fire Hydrant

New Business

No new business.

Vice Chairman Glassic, left conference call at 6:13 p.m.

Upon motion Mr. Lopsonzski and Ms. Haldeman and, the Board unanimously agreed to adjourn at 6:20 p.m. to meet in a regular session on Tuesday, May 14, 2024 at 5:00 p.m. in the NBMA Headquarters Building.



Stephen J. Kerbacher, General Manager

Visitor(s) 0 Total year to date 3