

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

Northampton, PA – January 9, 2024

The regular monthly meeting of the Board of the Northampton Borough Municipal Authority (NBMA) was held at 5:00 p.m. on January 9, 2024 in the NBMA Edward D. Hozza, Sr., Board Room, 1 Clear Springs Drive, Northampton, PA. Chairman Deily, Vice Chairman Glassic, Board Members Haldeman and Lopsonzski were present. Also, in attendance were, Mr. Stephen J. Kerbacher, General Manager /Secretary, Mrs. Lori Schwartz, Treasurer/ Comptroller, Mr. Scott Steirer, Solicitor and Mr. Scott Hughes, Consulting Engineer, Gannett Fleming, Inc.

The Borough has not yet appointed a new Board member to fill the unexpired term of Mr. Edward D. Hozza.

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 December 12, 2023 and the December 2023 Cash Vouchers.

**Chairman's Report:**

Chairman Deily reported that the Public Notice of the Authority meetings appeared in the Express-Times on Monday, January 1, 2024 and via a notice posted in the front of the Headquarters Building.

Upon motion by Mr. Lopsonzski and Ms. Haldeman, the Board unanimously agreed to the following appointments for 2024 as follows: Gerald J. Deily, Chairman, Ronald Glassic, Vice Chairman; Stephen J. Kerbacher, Secretary; Lori A. Schwartz, Treasurer/Comptroller; Scott R. Steirer, Solicitor; Consulting Engineer, the firm of Gannett Fleming, Inc. and Campbell, Rappold & Yurasits, LLP., Auditors.

Chairman Deily referred to a letter dated January 3, 2024 from Mr. LeRoy Brobst, Borough Manager, Borough of Northampton, reappointment of Mr. Anthony Lopsonzski as addressed to Mr. Gerald J. Deily and Mr. Stephen Kerbacher, as follows:

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I am pleased to inform you that Council has agreed to your request to be reappointed to a five-year term on the Northampton Borough Municipal Authority Board. Your term of office will expire on December 31, 2028.

Feel free to contact me with any questions or concerns and thank you for your willingness to serve.

Upon motion by Messrs. Glassic and Lopsonzski, the Board unanimously approved to reschedule the March 12, 2024 Board Meeting to March 19, 2024.

**Treasurer/Comptroller Report:**

The Treasurer/Comptroller referred to the Annual Meeting Checklist to be reviewed in January of each calendar year. A brief discussion followed on same.

The Treasurer/Comptroller referred to the PMAA 2023 computer printout Roster information to be completed and submitted to PMAA for 2024.

The Treasurer/Comptroller reported that the State Ethics Commission forms were received and will be completed by all interested parties.

Upon motion by Mr. Lopsonzski and Ms. Haldeman, the Board unanimously approved the PMAA invoice dated December 15, 2023 for the 2024 Active Membership Dues in the amount of \$2,700.00. Last year's active membership dues were \$2,700.00.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board unanimously approved the charges under the Memorandum of Understanding Agreement in the amount of \$9,230.59 is due to Northampton Borough Municipal Authority for the period January 1, 2023 to December 31, 2023.

Upon motion by Messrs. Glassic and Lopsonzski, the Board unanimously approved the payout of the Pennsylvania Municipal Retirement Systems (PMRS) Pension Plan Minimum Obligation (MMO) Defined Benefit Plan (N1) for calendar year 2024 in the amount of \$150,980.00. Last year's MMO was \$160,525.80. Also, Cash Balance Plan (N2) for 2024 is \$86,525.00. Last year's was \$82,869.00. Funds were allocated in the NBMA Budget ending March 31, 2024.

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The Treasurer/Comptroller reported that the road at the breast of Spring Mill Dam was closed from 8:00 a.m. on Wednesday, December 27, 2023 to 8:00 a.m. Thursday, December 28, 2023.

The Treasurer/Comptroller presented the following invoices for approval:

**Gannett Fleming, Inc. – Invoices:**

The Gannett Fleming Invoices covering December services, see below.

Gannett Fleming, Inc. (GFI) dated January 5, 2024, for professional services rendered through December 31, 2023. Assist NBMA with Cementon Reservoir Cover and Lining Project, including Designs, Permitting, Bid Phase, and Construction Phase Services. Cementon Res. Cover & Lining Project. Total due this invoice \$512.87.

Gannett Fleming, Inc. (GFI) dated January 5, 2024, for professional services rendered through December 31, 2023. 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. General consulting Services. Total due this invoice \$4,102.96.

Gannett Fleming, Inc. (GFI) dated January 5, 2024, for professional services rendered through December 31, 2023. 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. 23B Annual/Water SYS Inspec/Report. Total due this invoice \$1,070.01.

Gannett Fleming, Inc. (GFI) dated January 5, 2024, for professional services rendered through December 31, 2023. 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 \$7,759.82.

Total Invoices \$13,445.66.

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Upon recommendation of Mr. Martin Hozza and Mr. Stephen Kerbacher, the Board upon motion by Messrs. Lopsonzski and Glassic, approved the invoices dated January 5, 2024 from Gannett Fleming, Inc. in the total amount of \$13,445.66.

The Treasurer/Comptroller presented an invoice from Pierce and Steirer, LLC dated January 4, 2024, for professional services rendered for the month of December 2023 in the amount of \$715.00. Total year to date \$9,492.18.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board unanimously approved the invoice from Pierce and Steirer, LLC dated January 4, 2024, for professional services rendered for the month of December 2023 in the amount of \$715.00.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board approved the DN Tank Application #9 – Cementon Tank #2 Pennvest Loan in the amount of \$39,662.58.

The Treasurer/Comptroller presented the December 2023 NBMA Consumption Report, November 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 - Seventeen (17) - new meters were installed in December – (3-Northampton, 2 Allen Township, 7-North Catasauqua, 0-Laury's Station, 0-Coplay, 0-W.Catasauqua, 0-Fullerton, 0-Hokendauqua, 0-Stiles, 0-Egypt, 0-Cementon (Briarwood Commons), 0-North Whitehall, 1-Clearview, & 5-Water Hauler). Calendar Year to Date –138; New accounts Fiscal Year 2023 to 2024 to Date-104. The information pertinent to new connections was sent to the Borough of Northampton and Allen Township.

The Treasurer/Comptroller reported NBMA replaced 468 Meters and 473 MXU's, fiscal year to date. Total cost of Meters and MXUs \$163,549.33.

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

**M&T BANK 2003 REQUISITIONS:**

2003 Revenue Fund Requisition #29 - \$464,497.00 –February 2024 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees.

2003 Revenue Fund Requisition #30 – \$6,720.00 – December 2023 Meter & MXU & Reimbursement & Replacement Program.

Total all Requisitions: \$471,217.00.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board unanimously approved the 2003 Revenue Fund Requisitions as listed above in the total amount of \$471,217.00, contingent upon approval by Gannett Fleming, Inc.

PLGIT – Certificates of Deposits in the total of \$6,967,000.00 and cash of \$295,510.97 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 \$375,593.68. The Federated Money Market (Direct Obligations of the US Government) at M&T Bank has a yield of 4.99%, the Certificate of Deposit investments with PLGIT are currently yielding 4.35%-5.81%.

**MANAGER’S REPORT:**

**Managers’ Report:**

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

Bidding Threshold Increase 2024 – Mr. Kerbacher reported on a notification in the PA Bulletin regarding Municipal Authorities bidding thresholds, effective January 1, 2024.

- Contracts or purchases under \$12,600.00 require no formal bidding or price quotations.
- Contracts or purchases between \$12,600 and \$23,200.00 require three written/telephonic price quotes.

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- Contracts or purchases greater than \$23,200.00 require formal bidding and public notice.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board authorized to advertise the bid quotation for the period April 1, 2024 to March 31, 2025 for Water Treatment Chemicals (10:30 a.m.) and Pipe & Fitting (10:00 a.m.) to be received on Thursday, March 14, 2024.

2024 NBMA Organization Chart – Mr. Kerbacher discussed the organization chart for 2024. A brief discussion followed.

The December 2023 Authority Magazine was received and distributed to the Board Members and Staff.

### Operations Report:

Mr. Stephen Kerbacher referred to the Operation's Report for January 2024. Construction projects completed in December 2023 were presented as well as current projects underway in the month of January 2024. A list of upcoming scheduled projects and potential proposed projects were presented.

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 will be inspected by DN Tanks later in January. Upon this inspection, DN Tanks will then have four weeks to present a report with their recommendations for rehabilitation of Tank #1.

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.

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

**ENGINEERS' REPORT:** (Mr. Scott Hughes was in attendance)

Mr. Hughes updated the Board on the design and specifications for the 3 MG Cementon Reservoir cover and liner replacement project. Mr. Hughes indicated that Gannett Fleming, Inc. is preparing the PADEP Public Water Supply Permit Application for the project and it should be ready for signature and submittal in the next few weeks. Mr. Hughes also reported that he is awaiting the DN Tanks inspection report for Cementon Tank #1. Upon review with Mr. Kerbacher, DN Tanks will then begin the rehabilitation portion of Cementon Tank #1.

**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.

Upon motion by Messrs. Lopsonzski and Glassic, the Board unanimously agreed to adjourn at 6:25 p.m. to meet in a regular scheduled session on Tuesday, February 13, 2024 at 5:00 p.m. in the NBMA Headquarters Building.

  
Stephen J. Kerbacher, General Manager

Visitor(s) 1 Total year to date 1.