

NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY
M I N U T E S

Northampton, PA – July 9, 2024

The regular monthly meeting of the Board of the Northampton Borough Municipal Authority (NBMA) was held at 5:00 p.m. on July 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. Board Member Hucaluk was not in attendance.

Pledge of Allegiance to the American Flag.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board unanimously approved the minutes of the monthly meeting held June 11, 2024 and the June 2024 Cash Vouchers.

Chairman's Report:

Thank You – from Mrs. Denise Mickley – in memory of John (Jack) Mickley, who was an NBMA Employee and passed away on June 13, 2024.

PMAA 82nd Annual Conference & Trade Show – September 15-18, 2024 Hershey Lodge & Convention Center.

MANAGER'S REPORT:

Staff Meeting – Mr. Kerbacher reported that the NBMA Staff Meeting was held on Monday, July 8, 2024 at 9:00 a.m. in the NBMA Headquarters Building.

Annual NBMA Clambake – Friday, August 16, 2024 at Tri-Boro Sportsmen Club.

PMAA Notification of Voting Delegate & Alternate – Mr. Kerbacher referred to the Notification of Voting Delegate & Alternate for the upcoming PMAA Annual Conference September 15-18, 2024, Hershey Lodge & Conference Center.

Upon motion by Messrs. Glassic and Lopsonzski, the Board unanimously appointed Mr. Stephen Kerbacher as PMAA Voting Delegate and Ms. Judith Haldeman as Alternate Delegate.

N.B.M.A. Minutes – July 9, 2024 – Page 2

3 MG Reservoir Cover & Liner Replacement – Change Order No. 1 - \$12,978.24.

Change Order No. 1 increased cost for additional ice protection at the four corners. (Additional 5-foot wide strap of black CSPE full sump width) resulting in cost increase of \$12,978.24.

The Board also discussed that an alternate add-on bid was accepted on this project providing for a five-year (5) workmanship warranty (instead of the one-year workmanship warranty provided for in the base bid). The additional cost for five-year (5) warranty is \$8,435.00 and was included in the original bid award at the May 2024 meeting.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board approved the change order #1 for the 3MG Reservoir Cover & Liner Replacement in the amount of \$12,978.24.

Request to Purchase New Construction Trailer Towmaster Trailer (via Sourcewell) - \$33,603.20.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board approved the purchase of a New Construction Trailer (Towmaster) in the amount of \$33,603.20.

Mr. Kerbacher discussed the new upcoming NBMA Website by nastudios, the Board agreed to add the Minutes and Agenda for all Board meetings. They will be uploaded on the website.

Mr. Kerbacher reported that NBMA will close the office on Friday, July 12, 2024 from noon to 1:00 p.m. to conduct a Cyber Security training session with the office staff and all department supervisors. Mr. Andy Gildner from Keystone Technologies will present the training.

Operations Report:

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

N.B.M.A. Minutes – July 9, 2024 – Page 3

3MG Cementon Tank #2; Tank #1 Rehab – Mr. Kerbacher, along with Mr. Scott Hughes requested approval of Change Order No. 1 – Increased cost to rehabilitate Cementon Tank #1 and its valve chamber above the \$500,000.00 allowance provided for in the original contract - \$353,750.00. Also, a time extension of 136 days with a new completion date of September 30, 2024.

Upon motion by Messrs. Glassic and Lopsonzski, the Board unanimously approved the Change Order No. 1 to increase the cost and time extension as stated above.

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.

Northampton Borough Waste Water Treatment Plant

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

Lehigh River – Cementon Dam update – Mr. Kerbacher and Mr. Hughes reported that Mr. Kerbacher was recently contacted by members of the PA DEP regarding a Delaware River Basin Commission (DRBC) Docket related to renewal of the Holcim Cement (Formerly LaFarge) Whitehall plant water withdrawal on the Lehigh River. Mr. Kerbacher and Mr. Hughes explained to the Board that conditions of the permit renewal require Holcim to consult with PA DEP regarding further actions or requirements to develop a plan to address fish passage at the Cementon dam. NBMA is recognized as a stakeholder potentially effected by any dam removal / fish passage action that may be taken. It appears that no immediate action by NBMA is needed at this time. A brief discussion followed.

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

N.B.M.A. Minutes – July 9, 2024 – Page 4

Upon motion by Messrs. Glassic and Lopsonzski, the Board unanimously approved Authorization #1 as prepared by Mr. Kerbacher, General Manager, pending the approval of Gannett Fleming, Inc. LLC. The Authorization is as follows:

Authorization #1: Estimated cost to install approximately 3,350 feet of 12-inch ductile iron pipe (750 feet in 32nd Street, 2,600 feet in Cherryville Road) and 120 feet of 12-inch high density polyethylene pipe (to cross Cherryville Road at 32nd Street, 33rd Street and Spring Hill Road) to provide water service to proposed High Meadows residential development in Allen Township, Northampton County. Also, 5 – 6” fire hydrants. Applicant Omega Contractors, Inc. 1150 S. Cedar Crest Boulevard, Allentown, PA 18103. Total cost to applicant \$569,288.43. All rock excavation extra, at current price at time of installation \$120.00 per cubic yard.

Mr. Kerbacher withdrew from the meeting at 5:54 p.m.

Treasurer/Comptroller Report:

Accounting Policies – Procedures Manual Update - To be delayed

The Treasurer/Comptroller presented the following invoices for approval:

Gannett Fleming, Inc. – Invoices:

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

Gannett Fleming Inc. – (GFI) dated July 5, 2024, for professional services rendered through June 28, 2024. Provided general engineering services related to NBMA water system facilities and operations, including meeting attendance, consulting advice SDWA compliance, main extensions and replacements. Trust indenture requirement, etc. 24A – General Consulting Services – Total due this invoice - \$480.57.

Gannett Fleming, Inc. – (GFI) dated July 5, 2024, for professional services rendered through June 28, 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. 1 – Cementon Tanks Project – Total due this invoice - \$7,525.30.

N.B.M.A. Minutes – July 9, 2024 – Page 5

Gannett Fleming, Inc. – (GFI) dated July 5, 2024, for professional services rendered through June 28, 2024. Assist NBMA with the Cementon Reservoir Cover and Lining Project, including Designs, Permitting, Bid Phase, and Construction Phase Services. 1 – Cementon Res. Cover & Lining Project – Total due this invoice - \$7,661.84.

Total Invoices - \$15,667.71.

Upon recommendation of Mr. Martin Hozza and Mr. Stephen Kerbacher, the Board upon motion by Messrs. Glassic and Lopsonzski, approved the invoices dated July 5, 2024 from Gannett Fleming, Inc. in the total amount of \$15,667.71.

DN Tank Application - Cementon Tank #2 Pennvest Loan #14 – \$237,191.24.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board approved the DN Tank Application – Cementon Tank #2 - Pennvest Loan#14 payment in the amount of \$237,191.24.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board approved the payment for the 3MG Reservoir Cover & Liner Replacement RTD – Enterprises, Inc. payment application #1 in the amount of \$42,937.20.

The Treasurer/Comptroller presented an invoice from Pierce and Steirer, LLC dated July 9, 2024, for professional services rendered for the month of June 2024 in the amount of \$1,271.59. Total year to date \$5,543.04

Upon motion by Ms. Haldeman and Mr. Glassic, the Board unanimously approved the invoice from Pierce and Steirer, LLC dated July 9, 2024, for professional services rendered for the month of June 2024 in the amount of \$1,271.59.

The Treasurer/Comptroller presented the June 2024 NBMA Consumption Report, April & May 2024 Operating Financial Statements, Replacement and Renewals and the Delinquent Water Account Status at this time.

The Treasurer/Comptroller reported on the new NBMA Accounts Metered – Ten (10) - new meters were installed in June – (0-Northampton, 4-Allen Township, 6-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,

N.B.M.A. Minutes – July 9, 2024 – Page 6

& 0-Water Hauler). Calendar Year to Date –55 New accounts Fiscal Year 2024 to 2025 to Date-19. The information pertinent to new connections was sent to the Borough of Northampton and Allen Township.

The Treasurer/Comptroller reported NBMA replaced 135 meters and 162 MXU's Fiscal Year to Date. Total cost of Meters and MXU's fiscal year to date \$40,669.33.

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

M&T BANK 2003 REQUISITIONS:

2003 Revenue Fund Requisition #10 - \$479,747.00 – August 2024 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees.

2003 Revenue Fund Requisition #11 – \$8,614.41 – June 2024 Meter & MXU & Reimbursement & Replacement Program.

2003 Revenue Fund Requisition #12 - \$16,327.27 - June 2024 Replacement & Renewals

2003 Construction Fund Requisition #2 - \$83,528.79 – June 2024 Timber Ridge Luxury Apartment Project, June Tapping Fee.

Total all Requisitions: \$588,217.47.

Upon motion by Messrs. Glassic and Lopsonzski, the Board unanimously approved the 2003 Revenue and 2003 Construction Funds as listed above in the total amount of \$588,217.47 contingent upon approval by Gannett Fleming, Inc.

2003 Bond Redemption and Improvement Fund #1 – Construction of Capital Additions: Reservoir Cover and Liner Project \$42,937.20, Resolution #1.

Upon motion by Messrs. Glassic and Lopsonzski, the Board unanimously approved the 2003 Bond Redemption and Improvement Fund #1 – Resolution #1, listed above in the amount of \$42,937.20, contingent upon approval by Gannett Fleming, Inc.

N.B.M.A. Minutes – July 9, 2024 – Page 7

PLGIT – Certificates of Deposits in the total of \$6,963,000.00 and cash of \$1,257,262.95 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 \$383,478.10. 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 5.10%-5.60%.

Northampton Borough Municipal Authority purchased the following CD's:

Emergency Repair Fund

Resolution #239: On June 25, 2024 a \$180,000.00 – 365-day CD was purchased with a net interest rate of 5.40%/5.25% and interest at maturity will be \$9,720.00. Emergency Repair Fund.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board unanimously approved the Emergency Repair Fund Resolution #239 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, 2024 appeared in the Express Times on Wednesday, June 26, 2024. (A copy was forwarded to Campbell, Rappold & Yurasits, LLP, as requested)

Final Audit for fiscal year end March 31, 2024 was distributed to all interested parties (Board, Staff & M&T Bank) and posted on "EMMA" (Electronic Municipal Management Access) via DAC June 18, 2024. Approval for Final Audit.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board approved the Final Audit for fiscal year end March 31, 2024.

The Treasurer/Comptroller reported the DCED-CLGS-04 Annual Report of Municipal Authorities 2024 – 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, 2024 Audit Report on June 24, 2024.

N.B.M.A. Minutes – July 9, 2024 – Page 8

Invoice from Campbell, Rappold & Yurasits, LLP, CPS's dated June 22, 2024 for professional services rendered Single Audit of Governmental Financial statements for period end March 31, 2024 and Preparation of DCED Report and Condensed Financial Statement for Newspaper in the amount of \$19,600.00. Last year's amount was \$14,000.00.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board unanimously approved the payment payable to Campbell, Rappold & Yurasits, LLP, in the amount of \$19,600.00.

The Treasurer/Comptroller presented the semi-annual exchange of services, Memorandum of Understanding Agreement (MOU) with the Borough of Northampton as of June 30, 2024, the Borough of Northampton owes the Northampton Borough Municipal Authority (NBMA) \$21,124.25 due July 31, 2024. A brief discussion regarding the details of the agreement followed.

Upon motion by Messrs. Glassic and Lopsonzski, the Board unanimously approved the Memorandum of Understanding regarding agreement of payment (Exchange of Services) (January 2024 to June 2024) as presented above – Borough of Northampton owes NBMA \$21,124.25.

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 – Cyber Security

New Business

No new business.

Upon motion Ms. Haldeman and Mr. Glassic, the Board unanimously agreed to adjourn at 6:52 p.m. to meet in a regular session on Tuesday, August 13, 2024 at 5:00 p.m. in the NBMA Headquarters Building.

Stephen J. Kerbacher, General Manager

Visitor(s) 0 Total year to date 7.