

NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY
M I N U T E S

Northampton, PA – June 10, 2025

The Board of Northampton Borough Municipal Authority called for an executive session beginning at 4:00 p.m. reconvened at 4:55 p.m.

The regular monthly meeting of the Board of the Northampton Borough Municipal Authority (NBMA) was held at 5:00 p.m. on June 10, 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, Hucaluk and Lopsonzski were present. Also, in attendance were, Mrs. Lori Schwartz, Treasurer/Comptroller and Mr. Scott Steirer, Attorney Dave Steckel was also in attendance. Mr. Stephen Kerbacher, General Manager was in attendance via teleconference.

Pledge of Allegiance to the American Flag.

Upon motion by Messrs. Glassic and Lopsonzski, the Board approved the minutes of the monthly meeting held May 13, 2025 and May 2025 Cash Vouchers.

Attorney Dave Steckel, Fitzpatrick Lentz & Bubba, PC, attended meeting and withdrew from the meeting at 4:55 p.m.

Ms. Melissa Grube, CPA and Mr. Mario Cozzubbo, Auditor/Manager, Campbell, Rappold & Yurasits, LLP, Certified Public Accountants, arrived at 5:00 p.m. and presented a draft of the Northampton Borough Municipal Authority Financial Statement, Auditor's report and Supplementary Information as of March 31, 2025, to the Board and Officers at this time. A brief discussion followed in regard to the Audit and Management discussions and Analysis (MDA), which is intended to serve as an introduction to the Authority's basic financial statements. Treasurer/Comptroller noted total operating revenues went up only \$25,500.00 and operating expenses appear better due to on adjusting entry to our pension expense which lowered expenses by \$387,000.00. Mrs. Schwartz feels it is time to have our rate consultant review our audit and budget and give his opinion. A brief discussion followed and the opinion of the Auditors was, the Authority was in good financial shape.

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Upon motion by Mrs. Hucaluk and Mr. Glassic, the Board approved the presentation of NBMA Financial Statements for fiscal year ending March 31, 2025.

Ms. Melissa Grube and Mr. Mario Cozzubbo withdrew from the meeting at 5:35 p.m.

Upon motion by Messrs. Glassic and Lopsonzski, the Board unanimously approved the Single Audit/Federal Data Collection Form (PennVest).

Upon motion by Mr. Lopsonzski and Mrs. Hucaluk, the Board unanimously approved the Audit 2024-2025 and Management's Discussion and Analysis (MDA).

Upon motion by Mr. Lopsonzski and Mrs. Hucaluk, the Board approved the Management Letter as presented.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board approved the Audit Legal Letter as presented.

Advertised NBMA Condensed Statement of Net Position (Balance Sheet) for fiscal year ending March 31, 2025 – to be advertised in the Express Time.

Campbell, Rappold & Yurasits, LLP will electronically file the DCED CLGS-04 – Annual Report of Municipal Authorities 2025 – with Commonwealth of Pennsylvania – Department of Community Affairs. A copy of the DCED will go to the Borough of Northampton with the 2024/2025 Audit Report.

Digital Assurance Certification, LLC (DAC) – Audit will be filed with DAC/EMMA upon approval and printing of the final NBMA Audit by Campbell, Rappold & Yurasits, LLP, Certified Public Accountants.

Chairman's Report:

Annual NBMA Clambake Meeting – Friday, August 15, 2025, at Tri-Boro Sportsmen Club.

PMAA 83rd Annual Conference & Trade Show – September 7-10, 2025 Wind Creek, Bethlehem, PA

TREASURER/COMPTROLLER REPORT:

The Treasurer/Comptroller presented the following invoices for approval:

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

Gannett Fleming, Inc. (GFI) dated June 4, 2025, for professional services rendered through May 23, 2025. Engineering Services – Asset Management Program Services – AMP Asset Management Program –Total due this invoice - \$135.85.

Gannett Fleming, Inc. – (GFI) dated June 4, 2025, for professional services rendered through May 23, 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 \$413.04.

Gannett Fleming, Inc. (GFI) dated June 4, 2025, for professional services rendered through May 23, 2025. Update water system GIS maps and perform related services. Mapping Updated & GIS Assistance. Total due this invoice \$172.18.

Gannett Fleming, Inc. (GFI) dated June 4, 2025, for professional services rendered through May 23, 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 \$1,767.26.

Total Invoices - \$2,488.33.

Upon recommendation of Mr. Martin Hozza and Mr. Stephen Kerbacher, the Board, upon motion by Messrs. Glassic and Lopsonzski, the Board approved the invoices dated June 4, 2025 from Gannett Fleming, Inc. in the total amount of \$2,488.33.

The Treasurer/Comptroller presented the invoice from Pierce & Steirer, LLC – Invoice dated June 4, 2025 for professional services rendered for the month of May 2025 in the amount of \$2,177.50. Total year to date \$8,545.91. (Legal Union Representation– May 2025 \$1,235.00). Total to date \$6,412.50).

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Upon motion by Mr. Lopsonzski and Mrs. Hucaluk, the Board unanimously approved the invoice from Pierce & Steirer, LLC dated June 4, 2025 for professional services rendered for the month of May 2025 in the amount of \$2,177.50.

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.

Upon motion by Ms. Haldeman and Mrs. Hucaluk, the Board unanimously approved the invoice from Fitzpatrick Lentz & Bubba PC for professional services in the amount of \$6,870.00.

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 \$6,412.50.
Total to date for all union representation – \$35,229.70.

The Treasurer/Comptroller presented the PMHIC Surplus claim fund distribution check for the 2024 plan year – NBMA received \$48,984.00, 50% of the total 2024 surplus distribution on May 30, 2025.

Foster & Foster Actuaries and Consultants – NBMA Health & Welfare Plan invoice Preparation of Interim GASB 75 Disclosure Report for the fiscal year ending 03/31/2025 in the amount of \$1,680.00.

Upon motion by Messrs. Lopsonzski and Glassic, the Board approved the invoice from Foster & Foster Actuaries and Consultants in the amount of \$1,680.00.

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

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NBMA NEW ACCOUNTS METERED – Six (6) - new meters were installed in May – (1-Northampton, 0-Allen Township, 2-North Catasauqua, 0-Laury's Station, 1-Coplay, 0-W.Catasauqua, 0-Fullerton, 0-Hokendauqua, 1-Stiles, 0-Egypt, 0-Cementon, 1-North Whitehall, 0-Clearview, & 0-Water Hauler). Calendar Year to Date –39 New accounts Fiscal Year 2025 to 2026 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 168 Meters and 169 MXU's Fiscal Year to Date. Total cost of Meters and MXU's fiscal year to date \$55,669.58.

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

M&T BANK 2003 REQUISITIONS:

2003 Revenue Fund Requisition #7 - \$505,365.78 – July 2025 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees, Penn Vest Loan.

2003 Revenue Fund Requisition #8 – \$25,080.00 – May 2025 Meter & MXU & Reimbursement & Replacement Program.

2003 Construction Fund Requisition #2 - \$5,932.78 – May Tapping Fees

Total Revenue Fund Requisitions: \$536,378.56.

Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board approved the 2003 Revenue Fund Requisitions as listed above in the total amount of \$536,378.56, 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 \$710,063.57 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

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for these funds is \$329,475.67. 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%-5.25%.

Bond Redemption & Improvement Fund

Resolution #270 – On May 15, 2025 a \$239,000.00 – 365-CD was purchased with a net interest rate of 4.30%/4.15%) and interest at maturity will be \$10,277.00.

Resolution #271 – On May 15, 2025 a \$239,000.00 – 365-CD was purchased with a net interest rate of (4.26%/4.11%) and interest at maturity will be \$10,181.40.

Resolution #272 – On May 15, 2025 a \$172,000.00 – 365-CD was purchased with a net interest rate of \$4.25%/4.10%) and interest at maturity will be \$7,310.00.

Upon motion by Ms. Haldeman and Mrs. Hucaluk, the Board approved the Resolutions, Bond Redemption and Improvement Fund as presented above and to be submitted to M&T Bank.

MANAGER’S REPORT:

Staff Meeting – Mr. Kerbacher reported that the NBMA Staff Meeting was held on Thursday, June 5, 2025 at 9:00 a.m. in the NBMA Headquarters Building.

On the recommendation of Mr. Kerbacher and Mr. Marty Hozza, the Board upon motion by Mr. Lopsonzski and Mrs. Hucaluk, authorized an increase in salary effective July 8, 2025 from \$25.90 increase \$1.90 to \$27.80 per hour for Mr. Dominic Malone, Water Treatment Plant Operator (WTP), based on the six (6) month review presented and discussed by the Manager. Mr. Dominic Malone was employed July 8, 2024.

On the recommendation of Mr. Kerbacher, the Board upon motion by Mr. Lopsonzski and Mrs. Hucaluk, authorized an increase in salary from \$18.00 to \$20.00 for Mr. Jonathan DeLong – part-time meter reader.

Mr. Kerbacher presented the PMRS Resolution – Pennsylvania Municipal Retirement System Adoption Agreement Amendment. (see below)

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RESOLUTION NO.1 – AN RESOLUTION OF NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY, NORTHAMPTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, ELECTING TO AMEND ITS NON-UNIFORM PENSION PLAN ADMINISTERED BY THE PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM PURSUANT TO ARTICLE IV OF THE PENNSYLVANIA MUNICIPAL RETIREMENT LAW AS AMENDED AND AS APPLICABLE TO MEMBER MUNICIPALITIES. IT IS HEREBY RESOLVED BY NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY, NORTHAMPTON COUNTY, AS FOLLOWS:

SECTION 1. Northampton Borough Municipal Authority (the Authority), having established a non-uniform pension plan administered by the Pennsylvania Municipal Retirement System (the System), hereby elects to amend its Non-Uniform Pension Plan administered by the System in accordance with Article IV of the Pennsylvania Municipal Retirement Law, 53 P.S. §881.101 et seq. (Retirement Law), and does hereby agree to be bound by all requirements and provisions of the Retirement Law and the Municipal Pension Plan Funding Standard and Recovery Act, 53 P.S. §895.101 et seq., and to assume all obligations, financial and otherwise, place upon member municipalities.

SECTION II. As part of this Resolution, the Authority agrees that the System shall administer and provide the benefits set forth in the amended Non-Uniform Pension Plan Document entered into between the Pennsylvania Municipal Retirement Board and the Authority effective as of the date specified in the adoption agreement (the Contract).

SECTION III. The Authority acknowledges that by passage and adoption of this Resolution, the Authority officially accepts the Contract and the financial obligations resulting from the administration of the Contract.

SECTION IV. Payment for any obligation established by the adoption of this Resolution and the Contract shall be made by the Authority in accordance with the Retirement Law and the Municipal Pension Plan Funding Standard and Recovery Act. The Authority hereby assumes all liability for any unfundedness created due to the benefit structure set forth in the Contract.

SECTION V. The Authority intends this Resolution to be the complete authorization of the Contract, as amended and it shall become effective as of the date specified in the adoption agreement, which is the effective date of the Contract, as amended.

SECTION VI. A duly certified copy of this Resolution and an executed Contract shall be filed with the System.

Resolved this 10th day of June, 2025.

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Upon motion by Messrs. Glassic and Lopsonzski, the Board approved the PMRS Adoption Agreement Amendment Resolution.

Mr. Kerbacher discussed Mr. Zachary Fritz relocating from 5550 Roosevelt Street, Whitehall, PA on June 30, 2025.

The Authority Magazine June 2025 was received and distributed to Board Members and Staff.

Operations Report:

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

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 21st 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.

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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 – \$10,688.63 worth of Liens, continuing.

New Business

No new business.

Upon motion Messrs. Glassic and Lopsonzski, the meeting was recessed at 6:59 p.m., to be reconvened on Monday, June 23, 2025 at 3:00 p.m. The next regular scheduled Board Meeting is Tuesday, July 8, 2025 at 5:00 p.m. in the NBMA Headquarters Building.

Stephen J. Kerbacher, General Manager

Visitor(s) 3 Total year to date 7.

NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY
MINUTES

Northampton, PA – June 24, 2025

The adjourned meeting from June 10, 2025 Board Meeting reconvened on June 24, 2025 at 3:00 p.m. at 1 Clear Springs Drive, Northampton, PA. Chairman Deily, Vice Chairman Glassic, Board Members, Haldeman and Lopsonzski were present. Board Member Hucaluk was in attendance via phone. Also, in attendance were Mr. Stephen J. Kerbacher, General Manager/Secretary, Mrs. Lori Schwartz, Treasurer/Comptroller, Mr. Scott Steirer, Solicitor and Attorney Dave Steckel, Fitzpatrick Lentz & Bubba, P.C.

The purpose of the executive session was to discuss collective bargaining/labor issues.

There was an executive session at 3:00 p.m. to 4:20 p.m.

Upon motion by Ms. Haldeman and Mrs. Hucaluk, today's meeting was adjourned at 4:42 p.m. to meet in a regular session on Tuesday, July 8, 2025 at 5:00 p.m. in the NBMA Headquarters Building.

Stephen J. Kerbacher, General Manager

Visitor(s) 1 Total year to date 5