

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

Northampton, PA – February 11, 2025

The regular monthly meeting of the Board of the Northampton Borough Municipal Authority (NBMA) was held at 5:00 p.m. on February 11, 2025 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 and Mr. Scott Steirer, Solicitor. Attorney Dave Steckel, Fitzpatrick, Lentz & Bubba, PC was also in attendance. Board Member Hucaluk attended via tele-conference.

Pledge of Allegiance to the American Flag.

The Board went into executive session at 5:02 p.m. and reconvened 6:32 p.m.

Attorney Steckel left meeting at 6:15 p.m.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board approved the minutes of the monthly meeting held January 14, 2025 and January 2025 Cash Vouchers.

**Chairman's Report:**

PMAA Board Member Training – Thursday March 13, 2025, Delta Hotels Allentown Lehigh Valley @ 8:00 a.m.

PMAA 2025 WIN Conference – Women, Innovation, Networking – March 5-6, 2025 Eden Resort & Suites, Lancaster.

**TREASURER/COMPTROLLER REPORT:**

Memorandum of Understanding – The Treasurer/Comptroller reported Northampton Borough Municipal Authority received payment on January 22, 2025 in the amount of \$27,179.69 from Borough of Northampton for the Exchange of Services.

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The Treasurer/Comptroller stated she is working on the Budget and it looks like, at this point, there may only be \$100,000.00-\$150,000.00 for replacement and renewal expenses for the 2025-2026 budget year. She wanted to let the board know the budget is tight and depending on what the union requests in a new contract, it may increase operation expenses too high that a rate increase may be needed. She also stated that if there is a budget short fall it cannot be made up with reserves from the Bond Redemption and Improvement Fund.

The Treasurer/Comptroller presented the following invoices for approval:

**Gannett Fleming, Inc. – Invoices:**

Gannett Fleming, Inc. – Invoices covering January 2025 services, see below:

Gannett Fleming, Inc. – (GFI) dated February 6, 2025, for professional services rendered through January 24, 2025. 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 - \$411.05.

Gannett Fleming, Inc. (GFI) dated February 6, 2025, Engineering Services – Asset Management Program Services – AMP Asset Management Program – Total due this invoice - \$10,159.91. (Total fee remaining: \$5,945.46)

Gannett Fleming, Inc. – (GFI) dated February 6, 2025, for professional services rendered through January 24, 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 \$1,371.78.

Total Invoices - \$11,942.74.

Upon recommendation of Mr. Martin Hozza and Mr. Stephen Kerbacher, the Board, upon motion by Mr. Glassic and Ms. Haldeman, approved the invoices dated February 6, 2025 from Gannett Fleming, Inc. in the total amount of \$11,942.74.

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The Treasurer/Comptroller presented the invoice from Pierce & Steirer, LLC, for professional services rendered for the month of January 2025 in the amount of \$512.00. Total year to date \$512.00. Legal Union Representation – January 2025 \$97.50. Total to date \$2,285.00.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board approved the invoice from Pierce & Steirer, LLC., in the amount of \$512.00.

There was no invoice from Fitzpatrick Lentz & Bubba, PC – Attorney at Law – Labor/Employment professional for the month of January 2025. Total year to date \$1,500.00.

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 12/24 – 2025 \$1,500.00.  
Pierce & Steirer, LLC – Total to date \$2,285.00.  
Total year to date for all union representation – \$9,371.00.

The Treasurer/Comptroller presented the January 2025 NBMA Consumption Report –December 2024 Operating Financial Statements - Replacement and Renewals – and Delinquent Water Account Status.

The Treasurer/Comptroller reported on the new NBMA Accounts Metered – Seven (7) - new meters were installed in January – (0-Northampton, 2-Allen Township, 3-North Catasauqua, 0-Laury’s Station, 0-Coplay, 1-W.Catasauqua, 0-Fullerton, 0-Hokendauqua, 0-Stiles, 0-Egypt, 0-Cementon, 0-North Whitehall, 1-Clearview, & 0-Water Hauler). Calendar Year to Date –7 New accounts Fiscal Year 2024 to 2025 to Date-100. The information pertinent to new connections was sent to the Borough of Northampton and Allen Township.

The Treasurer/Comptroller reported NBMA replaced – Replaced 470 Meters and 550 MXU’s Fiscal Year to Date. Total cost of Meters and MXU’s fiscal year to date \$144,362.81.

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

**M&T BANK 2003 REQUISITIONS:**

2003 Revenue Fund Requisition #31 - \$479,787.00 – March 2025 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees.

2003 Revenue Fund Requisition #32 – \$14,415.00 – January 2025 Meter & MXU & Reimbursement & Replacement Program.

2003 Revenue Fund Requisition #33 - \$4,064.03 January 2025 Replacement & Renewals

Total all Requisitions: \$498,266.03.

Upon motion by Ms. Haldeman and Mrs. Hucaluk, the Board unanimously approved the Revenue Fund and the Construction Fund Requisitions listed above in the total amount of \$498,266.03, contingent upon approval by Gannett Fleming, Inc.

PLGIT – Certificates of Deposits in the total of \$7,006,000.00 and cash of \$643,415.54 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 \$337,080.14. The Federated Money Market (Direct Obligations of the US Government) at M&T Bank has a yield of 4.28%, the Certificate of Deposit investments with PLGIT are currently yielding 4.01%-5.45%.

**MANAGER’S REPORT:**

Staff Meeting – Mr. Kerbacher reported that the NBMA Staff Meeting was held on Thursday, February 6, 2025 at 9:00 a.m. in the NBMA Headquarters Building.

Pennsylvania DEP Chapter 109 – 2025 Safe Drinking Water Annual Fee of \$25,000.00.

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Upon motion by Ms. Haldeman and Mr. Glassic, the Board approved the Pennsylvania DEP Chapter 109, Safe Drinking Water Annual Fee in the amount of \$25,000.00.

Direct Cost of Producing Water – January 1, 2024 through December 31, 2024.

Water Treatment Chemical & Pipe & Fittings – Bids were advertised in the Express-Times on Monday, February 3, 2025. Bid packets were emailed on Tuesday, February 4, 2025. (Bids open Thursday, March 6, 2025).

Newhard Farms – Cactus Farm – 5124 Mulberry Street, Coplay, PA received the Farmland Rent Check for 2025 on January 30, 2025 in the amount of \$945.00.

CPower – NBMA received the rebate check on February 3, 2025 in the amount of \$1,442.63.

New Hire Recommendation – Water Treatment Plant Operator – Mr. Gregory T. Koehler – proposed start date February 18, 2025.

Upon motion by Messrs. Glassic and Lopsonzski, the Board approved hiring Mr. Gregory T. Koehler starting February 18, 2025, starting pay rate of \$20.00 per hour.

The Authorities Magazine – February 2025

### **Operations Report:**

Mr. Stephen Kerbacher referred to the Operation's Report for February 2025. Construction projects completed in January 2025 were presented as well as current projects underway in the month of February 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 21<sup>st</sup> 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

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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.

2MG Cementon Tank #1 - Mr. Kerbacher reported that the DN Tanks was on site the week of November 18<sup>th</sup>, 2024 to evaluate the small leak detected after the rehab of Tank #1. After investigation it appears that the coating material used by DN was in some way defective and the interior of the tank will need to be re-coated. The tank will be kept out of service through the winter months and work will resume in spring. There will be no additional cost to NBMA.

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

**SOLICITOR'S REPORT:**

**Old Business**

Liens and Satisfactions – \$10,838.65 worth of Liens, continuing.

**New Business**

No new business.

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Upon motion Messrs. Glassic and Lopsonzski, the Board unanimously agreed to adjourn at 7:14 p.m. to meet in a regular session on Tuesday, March 11, 2025 at 5:00 p.m. in the NBMA Headquarters Building.

Stephen J. Kerbacher, General Manager

Visitor(s) 1 Total year to date 1.