

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

Northampton, PA – March 11, 2025

The regular monthly meeting of the Board of the Northampton Borough Municipal Authority (NBMA) was held at 5:00 p.m. on March 11, 2025 in the NBMA Edward D. Hozza, Sr., Board Room, 1 Clear Springs Drive, Northampton, PA. Vice Chairman Glassic & Board Member Haldeman were present. Also, in attendance were, Mr. Stephen J. Kerbacher, General Manager/ Secretary, Mrs. Lori Schwartz, Treasurer/Comptroller and Mr. Scott Steirer, Mr. Michael T. Brown, Gannett Fleming, Inc. was also in attendance. Chairman Deily, attended via tele-conference. Board Members Hucaluk & Lopsonzski were not in attendance.

Pledge of Allegiance to the American Flag.

Upon motion by Ms. Haldeman and Chairman Deily, the Board approved the minutes of the monthly meeting held February 11, 2025 and February 2025 Cash Vouchers.

**Chairman's Report:**

PMAA - Management Workshop – May 7, 2025 – The Hotel Hershey, Hershey, PA 17033.

PA AWWA – 77<sup>th</sup> Annual Conference – May 13-15, 2025 – Kalahari Resorts & Convention.

AWWA – 2025 Annual Conference & Exposition – June 8-11, 2025 Denver, Colorado.

**TREASURER/COMPTROLLER REPORT:**

The Treasurer/Comptroller discussed the Grundy Worldwide (Package Policy Renewal) for \$142,181.00 for 2025 (With Terrorism) vs. \$129,465.00 for 2024.

Upon motion by Chairman Deily and Ms. Haldeman, the Board approved Grundy Worldwide (Package Policy Renewal) – April 1, 2025 to March 31, 2026 at a cost of \$142,181.00. The prior year was \$129,465.00, an increase of \$12,716.00 for 2025.

**N.B.M.A. – Minutes – March 11, 2025 – Page 2**

The Treasurer/Comptroller presented the following invoices for approval:

**Gannett Fleming, Inc. – Invoices:**

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

Gannett Fleming, Inc. (GFI) dated March 6, 2025, for professional services rendered through February 21, 2025. Engineering Services – Asset Management Program Services – AMP Asset Management Program –Total due this invoice - \$5,719.73. (Total fee remaining: \$225.73)

Gannett Fleming, Inc. – (GFI) dated March 6, 2025, for professional services rendered through February 21, 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 \$577.59.

Gannett Fleming, Inc. (GFI) dated March 6, 2025, for professional services rendered through February 21, 2025. Update water system GIS maps and perform related services. Mapping Updated & GIS Assistance. Total due this invoice \$1,423.52.

Gannett Fleming, Inc. (GFI) dated March 6, 2025, for professional services rendered through February 21, 2025. Provide general engineering services related to NBMA water system facilities and operations, including meeting attendance, consulting advice, SDWA compliance, main extensions and replacements. Trust Indenture requirements, etc. 2025 General Consulting Services. Total due this invoice \$1,597.22.

Total Invoices - \$9,318.06.

Upon recommendation of Mr. Martin Hozza and Mr. Stephen Kerbacher, the Board, upon motion by Ms. Haldeman and Chairman Deily, approved the invoices dated March 6, 2025 from Gannett Fleming, Inc. in the total amount of \$9,318.06.

The Treasurer/Comptroller presented the invoice from Pierce & Steirer, LLC, for professional services rendered for the month of February 2025 in the amount of \$1,050.65. Total year to date \$1,562.65. (Legal Union Representation – February 2025 \$292.50. Total to date \$2,577.50).

**N.B.M.A. – Minutes – March 11, 2025 – Page 3**

Upon motion by Ms. Haldeman and Chairman Deily, the Board approved the invoice from Pierce & Steirer, LLC., in the amount of \$1,050.65.

There Treasurer/Comptroller presented the invoice from Fitzpatrick Lentz & Bubba, PC – Attorney at Law – Labor/Employment professional services rendered through January 31, 2025 is \$390.00. Total year to date \$1,890.00.

Upon motion by Ms. Haldeman and Chairman Deily, the Board approved the invoice from Fitzpatrick Lentz & Bubba, PC – Attorney at Law, in the amount of \$390.00.

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 \$1,890.00.  
Pierce & Steirer, LLC – Total to date \$2,577.50.  
Total year to date for all union representation – \$10,053.50.

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

The Treasurer/Comptroller reported on the new NBMA Accounts Metered – Eight (8) - new meters were installed in February – (0-Northampton, 3-Allen Township, 3-North Catasauqua, 0-Laury’s Station, 2-Coplay, 0-W.Catasauqua, 0-Fullerton, 0-Hokendauqua, 0-Stiles, 0-Egypt, 0-Cementon, 0-North Whitehall, 0-Clearview, & 0-Water Hauler). Calendar Year to Date –15 New accounts Fiscal Year 2024 to 2025 to Date-108. The information pertinent to new connections was sent to the Borough of Northampton and Allen Township.

The Treasurer/Comptroller reported NBMA replaced – Replaced 512 Meters and 596 MXU’s Fiscal Year to Date. Total cost of Meters and MXU’s fiscal year to date \$155,097.22.

**N.B.M.A. – Minutes – March 11, 2025 – Page 4**

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

**M&T BANK 2003 REQUISITIONS:**

2003 Revenue Fund Requisition #1 - \$613,361.78 – April 2025 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees, Penn Vest Loan.

2003 Revenue Fund Requisition #34 – \$13,934.41 – February 2025 Meter & MXU & Reimbursement & Replacement Program.

2003 Revenue Fund Requisition #35 - \$547.44 – February 2025 Replacement & Renewals

Total all Requisitions: \$498,266.03.

Upon motion by Ms. Haldeman and Chairman Deily, the Board unanimously approved the 2003 Revenue Fund as listed above in the total amount of \$498,266.03, contingent upon approval by Gannett Fleming, Inc.

Northampton Borough Municipal Authority purchased the following CD's:

**Bond Redemption and Improvement Fund**

Resolution #258 – On February 24, 2025, a \$239,358.50 – 365 CD with a net interest rate of 4.43%/4.28% and interest at maturity will be \$249,587.70.

PLGIT – Certificates of Deposits in the total of \$7,008,000.00 and cash of \$641,415.54 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 \$335,157.16. 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%.

**N.B.M.A. – Minutes – March 11, 2025 – Page 5**

Water Write-Off's – (Northampton) has (0) zero uncollectable as of December 31, 2024 - \$0.00.

Sewer Write-Off's - (Northampton) has (0) zero uncollectable as of December 31, 2024 = \$0.00. Letter to Borough of Northampton on same as customary.

Sewer Write-Off's - (Allen Township) has (0) zero uncollectable as of December 31, 2024 = \$0.00. Letter to Allen Township on same as customary.

**MANAGER'S REPORT:**

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

Mr. Kerbacher reported that the bid for Pipe & Fittings & Water Treatment Plant Chemicals for the fiscal year April 1, 2025 to March 31, 2026, were received in the Authority office on Thursday, March 6, 2025, as advertised in the Express-Times on Monday, February 3, 2025.

The Staff recommendation is to award the bids as follows, based on low bids and meeting NBMA bid specifications. The bid tabulation was distributed to the Board and Staff for all item bid. The bids for Pipe and Fittings will be recommended for award as follows:

Ductile Iron Pipe: McWane Ductile

Pipe Fittings: No Award for fittings as all bid submittals were incomplete.

On recommendation of Mr. Kerbacher, the Board upon motion by Chairman Deily and Ms. Haldeman, awarded the Ductile Iron Pipe to McWane Ductile, for fiscal year April 1, 2025 to March 31, 2026 as presented above, based on the low bid and meeting all NBMA Specifications. The pipe fitting bid submittals were incomplete, no award for Pipe Fittings.

**N.B.M.A. – Minutes – March 11, 2025 – Page 6**

Water Treatment Chemicals – (As recommended by Mr. Martin Hozza, Water Treatment Plant Manager):

Polyacrylamide – Brenntag Northeast, Inc.  
Aluminum Sulfate – Usalco  
Zinc Orthophosphate – Shannon Chemical Co.  
Sodium Hypochlorite – J.C.I. Jones Chemical, Inc.  
Fluorosilicic Acid – Univar USA  
Sodium Bisulfite – Univar USA  
Powered Activated Carbon (Bulk) – Coyne Chemical  
Sodium Hydroxide (25%) - Univar  
Sodium Hydroxide (50%) – (Do not use 50% any longer)

Awarded Water Treatment Plant Chemicals for fiscal year April 1, 2025 to March 31, 2026.

On the recommendation of Mr. Martin Hozza, Water Treatment Plant Manager, the Board upon motion by Chairman Deily and Ms. Haldeman, the awarded Water Treatment Chemicals as presented above for the fiscal year April 1, 2024 to March 31, 2025, based on the low bid and meeting all NBMA Specifications.

On the recommendation of Mr. Kerbacher, the Board, upon motion by Chairman Deily and Ms. Haldeman, authorized an increase in salary for Mr. Daniel Boyle, Line Crew, effective March 21, 2025 from \$31.01 to \$33.21, based on the six (6) month review presented and discussed by the Manager. Mr. Boyle was employed on March 21, 2022.

Mr. Kerbacher presented the Water Distribution System Construction Summary for 2024. A brief discussion followed on same.

Mr. Kerbacher requested approval to hire summer employees as needed to cover the work load for 2025.

Upon motion by Chairman Deily and Ms. Haldeman, the board approved the hiring of summer employees for 2025 at the pay rate of \$11.00, \$12.00 and \$13.00.

**N.B.M.A. – Minutes – March 11, 2025 – Page 7**

CPOWER – Mr. Kerbacher requested renewing the Agreement for 2025/2026, 2026/2027 and 2027/2028.

Upon motion by Chairman Deily and Ms. Haldeman, the Board approved the renewing Agreement of CPOWER, see above for years.

Mr. Kerbacher discussed the Water Usage from January 1, 2024 to December 31, 2025.

Upon motion by Chairman Deily and Ms. Haldeman, the Board approved the miscellaneous charges. The new fees will be effective April 1, 2025. See below:

Connection Fee ¾-inch - \$1,200.00  
Connection Fee 1-inch - \$1,500.00

Frozen Meter ¾ inch - \$200.00  
1-inch - \$300.00

Meter Charge: ¾-inch - \$450.00 (installed w/backflow)  
1-inch - \$500.00 (installed w/backflow)  
1-1/2-inch - \$750.00 (without backflow) (R2)  
2-inch - \$900.00 (without backflow) (R2)

**Operations Report:**

Mr. Stephen Kerbacher referred to the Operation’s Report for March 2025. Construction projects completed in February 2025 were presented as well as current projects underway in the month of March 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 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).

**N.B.M.A. – Minutes – March 11, 2025 – Page 8**

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 the DN Tanks has indicated that they plan to be on-site in early May 2025 (weather permitting) to complete the rehabilitation of Tank #1.

**ENGINEERS' REPORT:** (Mr. Michael Brown was in attendance)

Mr. Michael Brown, Gannett Fleming, Inc. attended the meeting in place of Mr. R. Scott Hughes, who is on medical leave.

Mr. Brown updated the Board on the status of the ongoing Asset Management Study. A brief discussion followed.

Mr. Brown, along with the assistance of Mrs. Schwartz and Mr. Kerbacher, reviewed the Consulting Engineers Report and Budget Forecast for the fiscal year ending March 31, 2026. Mrs. Schwartz highlighted Key Sections of the Budget Forecast and answered various questions from the members. Mr. Brown suggested the NBMA's financial status and revenues appear adequate at this time to support the 2025-2026 Budget Forecast and recommended a six-month financial review prior to the October 2025 Board Meeting. Mr. Brown also reported that he will be signing the Consulting Engineer's Certificate pursuant to Sections 5.02 and 10.03 of the 2003 Trust Indenture for the Budget Forecast ending March 31, 2026.



**N.B.M.A. – Minutes – March 11, 2025 – Page 9**

Upon motion by Chairman Deily and Mr. Glassic, the Board noted to unanimously approve Resolution #1 for Trustee M&T Bank, adopting the April 1, 2025 to March 31, 2026, Northampton Borough Municipal Authority Budget Forecast and Consulting Engineer’s Report.

**SOLICITOR’S REPORT:**

**Old Business**

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

**New Business**

No new business.

The Board went into executive session at 6:11 p.m. and reconvened 6:45 p.m.

Upon motion Chairman Deily and Ms. Haldeman, the Board unanimously agreed to adjourn at 7:24 p.m. to meet in a regular session on Tuesday, April 8, 2025 at 5:00 p.m. in the NBMA Headquarters Building.

Stephen J. Kerbacher, General Manager

Visitor(s) 1 Total year to date 2.