

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

Northampton, PA – November 12, 2024

The regular monthly meeting of the Board of the Northampton Borough Municipal Authority (NBMA) was held at 5:00 p.m. on November 12, 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 and Mr. Scott Steirer, Solicitor. Board Member Hucaluk attended via tele-conference.

Pledge of Allegiance to the American Flag.

An Executive session was called by the Board of Directors at 5:06 p.m. The Board reconvened at 5:45 p.m.

Upon motion by Messrs. Glassic and Lopsonzski, the Board approved the minutes of the monthly meeting held November 12, 2024 and October 2024 Cash Vouchers.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board motioned to retain Attorney Dave Steckel, with Fitzpatrick, Lentz & Bubba - at a rate of \$300.00 per hour, as the new Labor Law Lawyer effective January 7, 2025.

Upon motion by Messrs. Glassic and Lopsonzski, the Board accepted the resignation of Mr. Kyle Krajnak, Water Treatment Plant Operator, effective January 7, 2025.

**Chairman's Report:**

NBMA Christmas Luncheon - Meeting – Monday, December 23, 2024 at 12:00 noon at the Northampton Banquet and Event Center.

**TREASURER/COMPTROLLER REPORT:**

The Treasurer/Comptroller presented the following invoices for approval:

**N.B.M.A. Minutes – November 12, 2024 – Page 2**

**Gannett Fleming, Inc. – Invoices:**

Gannett Fleming Inc, invoices covering October 2024 services, see below:

The Gannett Fleming, Inc. – Invoices covering October services, see below:  
Gannett Fleming Inc. – (GFI) dated November 7, 2024, for professional services rendered through October 25, 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 - \$532.41.

Gannett Fleming, Inc. – (GFI) dated November 7, 2024, for professional services rendered through October 25, 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 - \$1,909.84.

Gannett Fleming, Inc. – (GFI) dated November 7, 2024, for professional services rendered through October 25, 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 - \$7,391.68.

Gannett Fleming, Inc. (GFI) dated November 7, 2024, Engineering Services – Asset Management Program Services – AMP Asset Management Program – Total due this invoice - \$1,792.30. ( Total fee: \$31,800.00 )

Total Invoices - \$11,626.23.

Upon recommendation of Mr. Martin Hozza and Mr. Stephen Kerbacher, the Board, upon motion by Ms. Haldeman and Mrs. Hucaluk, approved the invoices dated November 7, 2024 from Gannett Fleming, Inc. in the total amount of \$11,626.23.

The Treasurer/Comptroller presented the invoice from Pierce & Steirer, LLC, for professional services rendered for the month of October 2024 in the amount of \$2,103.30. Total year to date \$11,171.69.

**N.B.M.A. Minutes – November 12, 2024 – Page 3**

Upon motion by Messrs. Lopsonzski and Glassic, the Board approved the invoice from Pierce & Steirer, LLC., in the amount of \$2,103.30.

The Treasurer/Comptroller presented the invoice from Flamm Walton Heimbach – Attorney at Law – Labor/Employment services rendered for month of October 2024, in the amount of \$1,710.00. Total year to date \$5,500.50.

Attorney Steirer Union year to date is \$1,437.50.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board approved the invoice from Flamm Walton Heimbach – Attorney at Law in the amount of \$1,170.00.

The Treasurer/Comptroller presented the October 2024 NBMA Consumption Report –September 2024 Operating Financial Statements - Replacement and Renewals (\$244,000.00 of \$320,000.00 was used and \$76,000.00 is amount left for year 2024) – and Delinquent Water Account Status at this time.

The Treasurer/Comptroller reported on the new NBMA Accounts Metered – Twelve (12) - new meters were installed in October – (0-Northampton, 2-Allen Township, 4-North Catasauqua, 0-Laury’s Station, 0-Coplay, 0-W.Catasauqua, 0-Fullerton, 0-Hokendauqua, 0-Stiles, 1-Egypt, 0-Cementon, 4-North Whitehall, 1-Clearview, & 0-Water Hauler). Calendar Year to Date –115 New accounts Fiscal Year 2024 to 2025 to Date-79. The information pertinent to new connections was sent to the Borough of Northampton and Allen Township.

The Treasurer/Comptroller reported NBMA replaced 364 Meters and 426 MXU’s Fiscal Year to Date. Total cost of Meters and MXU’s fiscal year to date \$114,129.58.

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

**M&T BANK 2003 REQUISITIONS:**

2003 Revenue Fund Requisition #22 - \$479,747.00 – December 2024 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees.

**N.B.M.A. Minutes – November 12, 2024 – Page 4**

2003 Revenue Fund Requisition #23– \$38,495.84 – October 2024 Meter & MXU & Reimbursement & Replacement Program.

2003 Revenue Fund Requisition #24 - \$9,483.14 – October 2024 Replacement & Renewals

2003 Construction Fund Requisition # 7 - \$471,104.11– October 2024 High Meadows Development #1.

Total all Requisitions: \$998,830.09.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board unanimously approved the Revenue Fund and the Construction Fund Requisitions listed above in the total amount of \$998,830.09, contingent upon approval by Gannett Fleming, Inc.

2003 Bond Redemption and Improvement Fund Requisition #5 - Construction of Capital Additions: Reservoir Cover & Liner Project.

Resolution No. 5 (Requisition No. 5) Approve 2003 Bond Redemption & Improvement Fund #5 \$22,703.76.

**3 MG Reservoir Cover and Liner Replacement** - RTD – Enterprises, Inc.  
Payment Application #5 \$22,703.76.

Upon motion by Messrs. Glassic and Lopsonzski, the Board unanimously approved the Bond Redemption and Improvement Fund Requisition #5- 3MG Reservoir Cover & Liner Replacement as listed above in the total amount of \$22,703.76, contingent upon approval by Gannett Fleming, Inc.

PLGIT – Certificates of Deposits in the total of \$7,000,000.00 and cash of \$573,924.17 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 \$344,259.74. The Federated Money Market (Direct Obligations of the US Government) at M&T Bank has a yield of 4.56%, the Certificate of Deposit investments with PLGIT are currently yielding 4.08%-5.66%.

**N.B.M.A. Minutes – November 12, 2024 – Page 5**

Northampton Borough Municipal Authority purchased the following CD's

**Debt Service Reserve Fund**

**Resolution #248:** On October 18, 2024 a \$239,000.00 – 364-day CD was purchased with a net interest rate of 4.25%/4.10% and interest at maturity will be \$10,129.67.

**Resolution #249:** On October 18, 2024 a \$239,000.00 – 364-day CD was purchased with a net interest rate of 4.25%/4.10% and interest at maturity will be \$10,129.67.

**Resolution #250:** On October 18, 2024 a \$239,000.00 – 364-day CD was purchased with a net interest rate of 4.20%/4.05% and interest at maturity will be \$10,010.50.

**Resolution #251:** On October 18, 2024 a \$240,000.00 – 364-day CD was purchased with a net interest rate of 4.15%/4.00% and interest at maturity will be \$9,932.71.

**Bond Redemption and Improvement Fund**

**Resolution #252:** On November 8, 2024 a \$239,000.00 – 364-day CD was purchased with a net interest rate of 4.30%/4.15% and interest at maturity will be \$10,248.84.

**Resolution #253:** On November 8, 2024 a \$240,000.00 – 364-day CD was purchased with a net interest rate of 4.16%/4.01% and interest at maturity will be \$9,956.65.

**Resolution #254:** On November 8, 2024 a \$197,000.00 – 364-day CD was purchased with a net interest rate of 4.15%/4.00% and interest at maturity will be \$8,153.10.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board approved the Resolutions for the Debt Service Reserve Fund and the Bond Redemption & Improvement Fund - Certificate of Deposits as presented above to be submitted to M&T Bank.

## **N.B.M.A. Minutes – November 12, 2024 – Page 6**

Upon motion by Ms. Haldeman and Mrs. Hucaluk, (four) 4 voted yay for the annual Jaindl's Turkey Certificate, of \$50.00 to all current NBMA employees, and Chairman Deily voted nay.

Upon motion the Board, Ms. Haldeman and Mrs. Hucaluk, (four) 4 to 1 approved the annual Christmas gift of \$75.00 to NBMA Employees and Pensioners (who retired from NBMA). Also, a Christmas gift of \$175.00 to the General Manager and \$100.00 to the remaining NBMA Management Staff. Board members voted yay and Chairman Deily voted nay.

Chairman Deily wanted it stated that he voted no on these items because of recent discussions among Board Members to evaluate and look for ways to control certain expenses.

PMHIC – Benecon/Health Care – Employee Insurance – Copays for single plan were \$1,200.00 in 2024, and the family plan was \$2,400.00 in 2024. The single plan co-pay will remain the same for 2025. The Family Plan Co-Pay will increase \$165.70 per year \$6.37 per month to \$2,565.70. Per the employee Labor Contact, the family plan's 7% costs exceed the old co-pay threshold.

Avalon/Secure RX – Drug renewal cost for 2025 for the Mid Option cost will remain the same \$103.00 per month per single. Reimbursement of costs (\$500.00) is not available to those Retirees/Spouses who retired after January 1, 2020.

### **MANAGER'S REPORT:**

Staff Meeting – Mr. Kerbacher reported that the NBMA Staff Meeting was held on Thursday, November 7, 2024 at 9:00 a.m. in the NBMA Headquarters Building.

Upon the employee review, on the recommendation of Mr. Kerbacher, Mr. Bodnar and Mr. Bruce Gerhard, the Board, upon motion by Mr. Glassic and Ms. Haldeman, approved an increase in salary of Mr. Logan Hammer, Line Crew, from \$28.81 to \$31.01, effective November 31, 2024, based on the six (6) month review presented and discussed by the Manager. Mr. Hammer was employed May 31, 2022.

Upon the employee review, on the recommendation of Mr. Kerbacher, Mr. Bodnar and Mr. Gerhard, the Board, upon motion by Mr. Glassic and Ms. Haldeman, approved an increase in salary of Mr. Peter Moyer, Line Crew, from

**N.B.M.A. Minutes – November 12, 2024 – Page 7**

\$29.48 to \$31.35, effective December 6, 2024, based on the six (6) month review presented and discussed by the Manager. Mr. Moyer was employed June 6, 2022.

Upon the employee review, on the recommendation of Mr. Kerbacher and Mrs. Lori Schwartz, the Board, upon motion by Mr. Glassic and Ms. Haldeman, authorized an increase in salary of Ms. Megan Dreher, Clerk/Cashier from \$22.00 to \$23.00, effective November 30, 2024 based on the six (6) month review presented and discussed by the Manager. Ms. Dreher was employed May 30, 2023.

Upon the employee review, on the recommendation of Mr. Kerbacher, Mr. Bodnar and Mr. Gerhard, the Board, upon motion by Mr. Glassic and Ms. Haldeman, authorized an increase in salary for Mr. Nicholas Kaintz, Line Crew, from \$22.39 to \$24.77, effective November 27, 2024, based on the six (6) month review presented and discussed by the Manager. Mr. Kaintz, Line Crew was employed November 27, 2023.

Mr. Kerbacher reported that the Gannett Fleming, Inc. contract will be reviewed and approved at the December 2024 Board Meeting in addition to the NBMA Rates for 2025 and the adequacy of same.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board approved that Mr. Kerbacher request Gannett Fleming, Inc. to provide their 2025 Service Contract proposal along with the annual preliminary Rate Adequacy Letter for 2025.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board approved that Mr. Kerbacher request the annual Audit “Engagement Letter” from Campbell, Rappold & Yurasits, LLP, NBMA Auditors, for the period April 1, 2025 to March 31, 2026.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board approved that Mr. Kerbacher request the annual Engagement Letter from Pierce & Steirer, LLC., for the 2025 calendar year.

Upon motion by Mr. Lopsonzski and Ms. Hucaluk, the Board approved the annual renewal membership for the American Water Works Association, AWWA for the period January 1, 2025 to December 31, 2025, in the amount of \$4,720.00.

## **N.B.M.A. Minutes – November 12, 2024 – Page 8**

PMRS – Executive update – newsletter dated November 1, 2024.

PMRS - Extra Payment – will be decided at the December 2024 Board Meeting.

Upon motion by Mr. Lopsonzski and Ms. Haldeman, the Board approved Foster & Foster to do the actuarial study for the Pension Benefit for 2025 Audit. 2025 will not be a full audit will be a roll forward year at \$1,680.00.

### **Operations Report:**

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

SR 0329 Cementon Bridge Replacement – Mr. Kerbacher reported the he, 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).

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.

3MG Reservoir Cover & Liner Replacement – Mr. Kerbacher reported that the project has been completed. The PA DEP operations permit has been issued (October 28, 2024) and the reservoir has been tested and placed back in service. Final payment will be issued and Gannett Fleming will prepare the close out documents.



**N.B.M.A. Minutes – November 12, 2024 – Page 9**

3MG Cementon Tank #2; Tank #1 Rehab – Mr. Kerbacher reported that the DN Tanks crew will be on site November 18<sup>th</sup> to begin revision to the small leak that has developed in Tank #1. DN Tanks is responsible for all costs related to this work. Additional information will be available when the crew arrives on the 18<sup>th</sup>. Cold weather could result in this additional repair work having to wait until Spring of 2025 in order to be completed.

Asset Management Study – Mr. Kerbacher reported that representatives from Gannett Fleming, Inc. will be on hand November 20, 2024 and November 21, 2024 to conduct interviews with key personnel regarding the asset Management study.

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

**SOLICITOR’S REPORT:**

**Old Business**

Liens and Satisfactions – \$6,682.21 worth of Liens, continuing.  
Labor Matter

**New Business**

No new business.

Upon motion Messrs. Lopsonzski and Glassic, the Board unanimously agreed to adjourn at 6:45 p.m. to meet in a regular session on Tuesday, December 10, 2024 at 5:00 p.m. in the NBMA Headquarters Building.

Stephen J. Kerbacher, General Manager

Visitor(s) 0 Total year to date 9.