

NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY
M I N U T E S

Northampton, PA – August 13, 2024

The regular monthly meeting of the Board of the Northampton Borough Municipal Authority (NBMA) was held on August 13, 2024 in the NBMA Edward D. Hozza, Sr., Board Room, 1 Clear Springs Drive, Northampton, PA. Chairman Deily, Vice Chairman Glassic, Board Members Haldeman, Hucaluk and Lopsonzski were present. Also, in attendance were, Mr. Stephen J. Kerbacher, General Manager/Secretary, Mrs. Lori Schwartz, Treasurer/ Comptroller, Mr. Scott Steirer, Solicitor.

Attorney Thomas Heimbach of Flamm Walton Heimbach was also in attendance.

An Executive session was called by the Board of Directors at 4:30 p.m. and concluded at 5:48 p.m.

The regular monthly meeting commenced at 5:49 p.m.

Pledge of Allegiance to the American Flag.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board unanimously approved the minutes of the monthly meeting held July 9, 2024 and the July 2024 Cash Vouchers.

Chairman’s Report:

Thank You – in memory of Mrs. Diane Szerencsits (Mr. Joseph Szerencsits, wife, former Board Member) donation to Queenship of Mary and St. Jude Children’s Research.

Moment of Silence – passing of Mr. James L. “Jim” Long – Engineer of Gannett Fleming, Inc. – on Saturday, August 3, 2024.

PMRS – Annual Comprehensive Financial Report Returns for 2022 & 2023.

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

Dinner meeting with Borough of Northampton confirmed for Wednesday, October 23, 2024 at the Northampton Banquet and Event Center.

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Upon motion by Ms. Haldeman and Mr. Glassic, the Board voted unanimously to retain the firm of Flamm Walton Heimbach to represent the Authority in Labor and Employment related matters at an hourly rate of \$285.00.

TREASURER/COMPTROLLER REPORT:

Accounting Policies – Procedure Manual

Upon motion by Messrs. Glassic and Lopsonzski, the Board approved the Accounting Policies Procedure Manual as presented.

Gannett Fleming, Inc. – Invoices:

The Gannett Fleming, Inc. – Invoices covering July services, see below:
Gannett Fleming Inc. – (GFI) dated August 8, 2024, for professional services rendered through July 26, 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 August 8, 2024, for professional services rendered through July 26, 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 - \$7,550.79.

Gannett Fleming, Inc. – (GFI) dated August 8, 2024, for professional services rendered through July 26, 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 - \$2,900.24.

Total Invoices - \$10,983.44.

Upon recommendation of Mr. Martin Hozza and Mr. Stephen Kerbacher, the Board upon motion by Mr. Glassic and Mrs. Hucaluk, approved the invoices dated August 8, 2024 from Gannett Fleming, Inc. in the total amount of \$10,983.44.

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The Treasurer/Comptroller presented an invoice from Pierce & Steirer, LLC dated August 1, 2024 for professional services rendered for the month of July 2024 in the amount of \$701.75.

Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board unanimously approved the invoice from Pierce & Steirer, LLC dated August 1, 2024, for professional services rendered July 2024 in the amount of \$701.75. Total year to date \$6,244.79.

Mr. Richard Ackerman (Borough of Northampton - road crew supervisor) stopped in the NBMA office on August 7, 2024 inquiring about the Borough Gas Pump being broken stating they may need to purchase a new gas pump at the cost of \$20,000.00 to \$30,000.00 asking if Northampton Borough Municipal Authority would be interested in a donation towards this purchase. Board members said to table issue until more information is received.

The Treasurer/Comptroller presented the July 2024 NBMA Consumption Report –June 2024 Operating Financial Statements - Replacement and Renewals – and Delinquent Water Account Status at this time.

The Treasurer/Comptroller pointed out that NBMA has \$320,000.00 for Replacement and Renewals and almost half ½ was used already in 4 months of the fiscal year. When money is depleted, they will need to go to reserves - Bond Redemption & Improvement Fund.

The Treasurer/Comptroller also noted she has heard nothing from the Borough about the Exchange of Services payment, not paid as of yet, \$21,124.25.

The Treasurer/Comptroller reported on the new NBMA Accounts Metered - Sixteen (16) - new meters were installed in July – (0-Northampton, 10-Allen Township, 4-North Catasauqua, 0-Laury's Station, 0-Coplay, 0-W. Catasauqua, 0-Fullerton, 0-Hokendauqua, 0-Stiles, 0-Egypt, 0-Cementon, 2-North Whitehall, 0-Clearview, & 0-Water Hauler). Calendar Year to Date –75 New accounts Fiscal Year 2024 to 2025 to Date-39. The information pertinent to new connections was sent to the Borough of Northampton and Allen Township.

The Treasurer/Comptroller reported NBMA replaced 183 Meters and 223 MXU's Fiscal Year to Date. Total cost of Meters and MXU's fiscal year to date \$53,749.33.

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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 #13 - \$479,747.00 – September 2024 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees.

2003 Revenue Fund Requisition #14 - \$59,116.07 – July 2024 Replacement & Renewals

*2003 Revenue Fund Requisition #15 – \$20,780.00 – July 2024 Meter & MXU & Reimbursement & Replacement Program.

*2003 Construction Fund Requisition #3 - \$160,941.45 – July 2024 High Meadows Development #1 July Tapping Fee.

*2003 Construction Fund Requisition #4 - \$24,828.08 L&N Zimmerman - Cherryville Road

Total all Requisitions: \$745,412.60.

Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board unanimously approved the 2003 Revenue and 2003 Construction Fund Requisitions as listed above in the total amount of \$745,412.60 contingent upon approval by Gannett Fleming, Inc.

2003 Bond Redemption and Improvement Fund Requisition #2 – Construction of Capital Additions: Reservoir Cover & Liner Project \$512,517.60.

Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board unanimously approved the 2003 Bond Redemption and Improvement Fund Requisition #2 in the amount of \$512,517.60, contingent upon approval by Gannett Fleming, Inc.

Resolution #2 - Approve 2003 Bond Redemption and Improvement Fund Requisition #2. \$512,517.60.

*Pennvest Loan – Cementon Tank #2 - DN Tank Payment – DN Tank Payment Application #15 \$254,117.43.

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Upon motion by Ms. Haldeman and Mrs. Hucaluk, the Board unanimously approved the payment application for DN Tank #2 in the amount of \$254,117.43.

*PLGIT – Certificates of Deposits in the total of \$6,969,000.00 and cash of \$1,305,677.34 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 \$379,550.97. 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 Certificates of Deposits for the Bond Redemption & Improvement Fund

Resolution #240: On August 9, 2024 a \$238,000.00 – 364 day CD was purchased with a net interest rate of 5.05% / 4.90% and interest at maturity will be \$11,986.07.

Resolution #241: On August 9, 2024 a \$238,000.00 – 364 day CD was purchased with a net interest rate of 5.00% / 4.85% and interest at maturity will be \$11,867.40.

Resolution #242: On August 9, 2024 a \$238,000.00 – 364 day CD was purchased with a net interest rate of 5.00% / 4.85% and interest at maturity will be \$11,867.40.

Upon motion by Mr. Lopsonzski and Mrs. Hucaluk, the Board approved the Bond Redemption & Improvement Fund Resolutions 240: 241 and 242 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, August 8, 2024 at 9:00 a.m. in the NBMA Headquarters Building.

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

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CPOWER – NBMA received a rebate check in the amount of \$295.26 on July 29, 2024.

The Authority Magazine – August 2024 was received and distributed to Board Members and Staff.

Operations Report:

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

3MG Reservoir Cover & Liner Replacement – Mr. Kerbacher reported that RTD Enterprises has begun work on the project. The project is scheduled to be completed by the end of September.

3MG Cementon Tank #2; Tank #1 Rehab – Mr. Kerbacher reported that the Rehabilitation of Tank #1 has been completed and the Operating Permit from PA DEP has been received. Tank #1 has been placed back in service. Mr. Kerbacher reported however, that there is a small leak in an old crack in Tank #1. This repair was part of the rehab project details. It is not affecting the operation of Tank #1. DN Tanks will return to the site upon completion of the 3MG Reservoir Cover & Liner replacement project. Tank #1 will then be taken out of service so that final repairs can be made.

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.

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.

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

Upon motion by Mr. Lopsonzski and Mrs. Hucaluk, the Board unanimously approved Authorization #2 as prepared by Mr. Kerbacher, General Manager, pending the approval of Gannett Fleming, Inc. LLC. The Authorization is as follows:

Authorization #2: Estimated cost to install approximately 3,070 feet of 8-inch ductile iron pipe with appurtenances (1,255 feet in Balliet Drive, 200 feet in Spring Hill Road, 635 feet in High Meadow Drive S & 1,010 feet in High Meadow Dr. N) to provide water service to Phase I, High Meadow Estates, Allen Township, Northampton County. Also 38- 3/4” service connections and 6 – fire hydrants. Further, to install approximately 2,900 feet of 8-inch ductile iron pipe with appurtenances in High Meadow Drive N. along with 38- 3/4” service connections and 5 – fire hydrants to provide water to Phase II, High Meadow Estates. Also, 3 – 1” service connections to the curblin for Stoffa Property, the sewer pump station and existing home at 146 Spring Hill Road.

Applicant Omega Contractors Inc, 1150 South Cedar Crest Boulevard, Allentown, PA 18103. Total cost to applicant \$576,275.00. All rock excavation extra, at current price at time of installation \$120.00 per cubic yard.

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

SOLICITOR’S REPORT:

Old Business

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

New Business

No new business.

Upon motion Ms. Haldeman and Mrs. Hucaluk, the Board unanimously agreed to adjourn at 7:03 p.m. to meet in a regular session on Tuesday, September 10, 2024 at 5:00 p.m. in the NBMA Headquarters Building.

Stephen J. Kerbacher, General Manager

Visitor(s) 1 Total year to date 8.