

NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY
M I N U T E S

Northampton, PA – May 13, 2025

The regular monthly meeting of the Board of the Northampton Borough Municipal Authority (NBMA) was held at 5:00 p.m. on May 13, 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 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 and Mrs. Hucaluk were in attendance via teleconference.

There was an executive session at 5:00 p.m. and reconvened at 6:44 p.m.

Attorney Dave Steckel, Fitzpatrick Lentz & Bubba, PC, attended meeting and withdrew from the meeting at 6:44 p.m.

Pledge of Allegiance to the American Flag.

NBMA Audit for fiscal year April 1, 2024 to March 31, 2025 will be presented by Campbell, Rappold & Yurasits, LLP, Certified Public Accountants at the June 10, 2025 Board Meeting.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board approved the minutes of the monthly meeting held April 8, 2025 and April 2025 Cash Vouchers.

Board motion for foreman position: “Motion to appoint Mr. David Hobel to an interim position as Distribution Manager for a term of 6-months conditioned upon legal review and satisfaction of the 7-day posting requirement. Mr. Hobel’s wages will increase to current Foreman’s salary while he performs the duties of Distribution Manager.”

Upon motion by Messrs. Glassic and Lopsonzski, Ms. Haldeman opposed, the appointment of Mr. David Hobel to the Distribution Manager.

Chairman’s Report:

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

N.B.M.A. Minutes – May 13, 2025 – Page 2

TREASURER/COMPTROLLER REPORT:

The Treasurer/Comptroller presented the following invoices for approval:

Gannett Fleming, Inc. – Invoices:

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

Gannett Fleming, Inc. (GFI) dated May 7, 2025, for professional services rendered through April 25, 2025. Engineering Services – Asset Management Program Services – AMP Asset Management Program –Total due this invoice - \$135.85.

Gannett Fleming, Inc. – (GFI) dated May 7, 2025, for professional services rendered through April 25, 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 \$109.20.

Gannett Fleming, Inc. (GFI) dated May 7, 2025, for professional services rendered through April 25, 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 May 7, 2025, for professional services rendered through April 25, 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 \$688.41.

Total Invoices - \$1,105.64,

Upon recommendation of Mr. Martin Hozza and Mr. Stephen Kerbacher, the Board, upon motion by Mr. Lopsonzski and Ms. Haldeman, approved the invoices dated May 7, 2025 from Gannett Fleming, Inc. in the total amount of \$1,105.64.

The Treasurer/Comptroller presented the invoice from Pierce & Steirer, LLC, for professional services rendered for the month of April 2025 in the amount of \$1,910.61. Total year to date \$6,368.41.

(Legal Union Representation – April 2025 \$910.00. Total to date \$5,177.50).

N.B.M.A. Minutes – May 13, 2025 – Page 3

Upon motion by Ms. Haldeman and Mr. Glassic, the Board approved the invoice from Pierce & Steirer, LLC., in the amount of \$1,910.61.

The Treasurer/Comptroller presented the invoice from Fitzpatrick Lentz & Bubba, PC – Attorney at Law – Labor/Employment Invoice dated April 7, 2025 for professional services rendered through March 31, 2025 is \$6,660.00. Invoice dated May 7, 2025, for professional services rendered through April 30, 2025 is \$5,190.00. Total due \$11,850.00. Total to date \$16,361.20.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board approved the invoice from Fitzpatrick Lentz & Bubba, PC Labor/Employment – Attorney at Law, in the amount of \$11,850.00.

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 \$16,361.20.
Pierce & Steirer, LLC – Total to date \$5,177.50.

Total year to date for all union representation – \$27,124.70.

Municipal Risk Management – Workers Compensation – NBMA received \$28,469.55 on April 10, 2025. Dividend SIR for years 2015-2023. Last year's 2014-2022 was \$21,222.57.

The Treasurer/Comptroller presented the April 2025 NBMA Consumption Report – Replacement and Renewals – and Delinquent Water Account Status. There were no Financial Statements for March, due to the Audit.

The Treasurer/Comptroller presented the percentage figure to be used for overheads for the next fiscal year has been recalculated, as customary, by dividing the applicable general expenses by the total gross payroll for the fiscal year ending March 31, 2025, as a basis for the calculation which equals a figure of 98%. Last years' overhead charge was 95%. Waiting for the Authority auditors, Campbell, Rappold & Yurasits, LLP to approve the rate.

Upon motion by Messrs. Glassic and Lopsonzski, the Board approved 98% as the overhead calculation for the fiscal year April 1, 2025 to March 31, 2026.

N.B.M.A. Minutes – May 13, 2025 – Page 4

The Treasurer/Comptroller reported on the new NBMA Accounts Metered – Thirteen (13) - new meters were installed in April – (1-Northampton, 3-Allen Township, 2-North Catasauqua, 0-Laury's Station, 1-Coplay, 0-W.Catasauqua, 0-Fullerton, 0-Hokendauqua, 0-Stiles, 0-Egypt, 0-Cementon, 6-North Whitehall, 0-Clearview, & 0-Water Hauler). Calendar Year to Date –33 New accounts. Fiscal Year 2025 to 2026 to Date-13. The information pertinent to new connections was sent to the Borough of Northampton and Allen Township.

The Treasurer/Comptroller reported NBMA replaced 72 Meters and 76 MXU's Fiscal Year to Date. Total cost of Meters and MXU's fiscal year to date \$32,989.58.

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

M&T BANK 2003 REQUISITIONS:

2003 Revenue Fund Requisition #5 - \$505,365.78 – June 2025 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees, Penn Vest Loan.

2003 Revenue Fund Requisition #6 – \$37,942.64 – April 2025 Meter & MXU & Reimbursement & Replacement Program.

Total Revenue Fund Requisitions: \$543,308.42.

Upon motion by Messrs. Lopsonzski and Glassic, the Board approved the 2003 Revenue Fund Requisitions as listed above in the total amount of \$543,308.42, contingent upon approval by Gannett Fleming, Inc.

Northampton Borough Municipal Authority Purchased the following CD's:

Bond Redemption and Improvement Fund

Resolution #259 – On April 24, 2025 a \$239,000.00 – 365-day CD was purchased with a net interest rate of 4.35%/4.20% and interest at maturity will be \$10,396.50.

Resolution #260 – On April 24, 2025 a \$239,000.00 – 365-day CD was purchased with a net interest rate of 4.30%/4.15% and interest at maturity will be \$10,277.00.

N.B.M.A. Minutes – May 13, 2025 – Page 5

Resolution #261 – On April 24, 2025 a \$95,000.00 – 365-day CD was purchased with a net interest rate of 4.25%/4.10% and interest at maturity will be \$4,037.50.

Resolution #262 – On April 24, 2025 a \$147,000.00 – 365-day CD was purchased with a net interest rate of 4.25% /4.10% and interest at maturity will be \$6,247.50.

Resolution #268 – on May 2, 2025 a \$239,000.00 – 364-day CD was purchased with a net interest rate of 4.26%/4.11%) and interest at maturity will be \$10,153.51.

Resolution #269 – on May 2, 2025 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.

Debt Service Fund

Resolution #263 – On April 25, 2025 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 #264 – On April 25, 2025 a \$239,000.00 – 364-day CD was purchased with a net interest rate of 4.20%-4.00% and interest at maturity will be \$10,129.67.

Resolution #265 – On April 25, 2025 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 #266 – On April 25, 2025 a \$186,000.00 – 364-day CD was purchased with a net interest rate of 4.20%/4.05% and interest at maturity will be \$7,790.60.

Resolution #267 – On April 25, 2025 a \$95,000.00 – 364-day CD was purchased with a net interest rate of 4.15%/4.00% and interest at maturity will be \$3,931.70.

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

PLGIT – Certificates of Deposits in the total of \$7,732,000.00 and cash of \$469,265.57 are held for the following Restricted Funds of the NBMA Trust Indenture at M&T Bank: Bond Redemption & Improvement Account,

N.B.M.A. Minutes – May 13, 2025 – Page 6

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 \$349,635.77. 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%-5.45%.

PMRS Plan Document Change – the Treasurer/Comptroller stated the current plan document states a person's left over vacation days are included in pension earnings if a person runs their vacation out. If a person decides to take their remaining vacation days in a lump sum than it would not be pensionable.

Upon motion by Messrs. Lopsonzski and Glassic, the Board approved motion to have both lump sum and running your vacation out as pension earnings.

MANAGER'S REPORT:

Staff Meeting – Mr. Kerbacher reported that the NBMA Staff Meeting was held on Thursday, May 8, 2025 at 11:00 a.m. in the NBMA Headquarters Building.

Upon motion by Mr. Lopsonzski and Mrs. Hucaluk, the Board approved the retirement of Mrs. Regina Delong effective August 22, 2025.

On the recommendation of Mr. Kerbacher and Mrs. Schwartz, the Board, upon motion by Ms. Haldeman and Mr. Lopsonzski, authorized an increase in salary for Ms. Megan Dreher, Administrative Clerk/Bookkeeper, effective May 30, 2025 from \$23.00 to \$24.00 per hour based on the six (6) month review presented and discussed by the Manager. Ms. Dreher was employed on May 30, 2023

On the recommendation of Mr. Kerbacher and Mrs. Schwartz, the Board upon motion by Ms. Haldeman and Mr. Lopsonzski, authorized an increase in salary for Ms. Jennifer Zarayko and Ms. Megan Dreher in the amount of \$1.50 per hour effective July 1, 2025 due to replacing Regina DeLong, as the Co-Billing Clerks.

On the recommendation of Mr. Kerbacher and Mr. Bruce Gerhard, the Board upon motion by Messrs. Glassic and Lopsonzski, authorized an increase in salary effective May 31, 2025 from \$31.01 increase \$2.20 to \$33.21 per hour for Mr. Logan Hammer, Line Crew, based on the six (6) month review presented and discussed by the Manager. Mr. Hammer was employed May 31, 2022.

N.B.M.A. Minutes – May 13, 2025 – Page 7

On the recommendation of Mr. Kerbacher and Mr. Bruce Gerhard, the Board upon motion by Messrs. Glassic and Lopsonzski, authorized an increase in salary effective May 27, 2025 from \$24.77 increase \$2.38 to \$27.15 per hour for Mr. Nicholas Kaintz, Line Crew, based on the six (6) month review presented and discussed by the Manager. Mr. Kaintz was employed November 27, 2023.

On the recommendation of Mr. Kerbacher and Mr. Bruce Gerhard, the Board upon motion by Messrs. Glassic and Lopsonzski, authorized an increase in salary effective June 6, 2025 from \$31.35 increase \$1.86 to \$33.21 per hour for Mr. Peter Moyer, Jr., Line Crew, based on the six (6) month review presented and discussed by the Manager. Mr. Moyer, Jr. was employed June 6, 2022.

Upon motion by Messrs. Lopsonzski and Glassic, the Board approved the Delaware River Basin Commission (DRBC) annual invoice for EWS (Early Warning System) in the amount of \$1,169.91.

CPOWER – NBMA received a rebate check in the amount of \$1,424.65 on April 28, 2025.

Upon motion by Messrs. Glassic and Lopsonzski, the Board approved the purchase of 2 (two) new trucks, 1 (one) 2025 F-150 4x4 super cab, 6.5' box 145" WBXX, meter truck purchase price of \$52,775.00. 1 (one) 2025 F-350 Chassis 4x4 SD Regular Cab – Utility Truck purchase price of \$75,491.00. Total cost \$128,266.00.

Operations Report:

Mr. Stephen Kerbacher referred to the Operation's Report for May 2025. Construction projects completed in April 2025 were presented as well as current projects underway in the month of May 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

N.B.M.A. Minutes – May 13, 2025 – Page 8

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 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. R. Scott Hughes was not in attendance)

SOLICITOR'S REPORT:

Old Business

Liens and Satisfactions – \$8,577.82 worth of Liens, continuing.

New Business

No new business.

Upon motion Messrs. Lopsonzski and Glassic, the Board unanimously agreed to adjourn at 7:32 p.m. to meet in a regular session on Tuesday, June 10, 2025 at 5:00 p.m. in the NBMA Headquarters Building.

Stephen J. Kerbacher, General Manager

Visitor(s) 3 Total year to date 4.