

NORTHAMPTON BOROUGH MUNICIPAL AUTHORITY
M I N U T E S

Northampton, PA – January 14, 2025

The regular monthly meeting of the Board of the Northampton Borough Municipal Authority (NBMA) was held at 5:00 p.m. on January 14, 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. Board Member Hucaluk attended via tele-conference.

Pledge of Allegiance to the American Flag.

Upon motion by Messrs. Glassic and Lopsonzski, the Board approved the minutes of the monthly meeting held December 10, 2024 and December 2024 Cash Vouchers.

Chairman's Report:

Chairman Deily reported that the Public Notice of the Authority meetings appeared in the Express Times on Wednesday, January 1, 2025, and via a notice posted in the front of the Headquarters Building.

Chairman Deily referred to a letter dated January 1, 2025 from Mr. Brian Welsko, Borough Manager, Borough of Northampton, reappointment of Mr. Ronald Glassic as addressed to Mr. Stephen J. Kerbacher, General Manager, as follows:

I am pleased to inform you that Northampton Borough Council at their meeting held on December 19, 2024, has unanimously appointed you to a five-year term on the Northampton Borough Municipal Authority Board. Your term of office will expire on December 31, 2029.

On behalf of Northampton Borough Council, I would personally like to thank you for your continued service to the community.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board unanimously agreed to the following appointments for 2025 as follows: Gerald J. Deily, Chairman, Ronald Glassic, Vice Chairman; Stephen J. Kerbacher, Secretary, Lori

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A. Schwartz, Treasurer/Comptroller; Scott R. Steirer, Solicitor; Consulting Engineer, the firm of Gannett Fleming, Inc. and Campbell, Rappold & Yurasits, LLP., Auditors.

AWWA – 77th Annual Conference & Expo – May 13-15, 2025 – Kalahari Resorts, Poconos, PA.

PMAA Board Member Training – Thursday March 13, 2025, Delta Hotels, Allentown, Lehigh Valley.

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

TREASURER/COMPTROLLER REPORT:

The Treasurer/Comptroller referred to the Annual Meeting Checklist to be reviewed in January of each calendar year. A brief discussion followed on same.

The Treasurer/Comptroller referred to the PMAA 2024 computer printout Roster information to be completed and submitted to PMAA for 2025.

The Treasurer/Comptroller reported that the State Ethics Commission forms were received and will be completed by all interested parties.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board approved the PMAA invoice dated December 16, 2024 for the 2025 Active Membership dues in the amount of \$2,700.00. Last year's active membership dues were \$2,700.00.

The Treasurer/Comptroller will hand delivered the Memorandum of Understanding Exchange of Services Invoice to the Borough of Northampton in the amount of \$27,179.69 which is due to Northampton Borough Municipal Authority upon receipt.

The Treasurer/Comptroller reported NBMA received the PMHIC – Pennsylvania Municipal Health Insurance Cooperative Benecon – final surplus distribution for plan year 2023 on December 9, 2024 in the amount of \$39,929.60.

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The Treasurer/Comptroller reported the Pennsylvania Municipal Retirement System (PMRS) Minimum Municipal Obligation (MMO) – Defined Benefit Plan (N1) for 2025 is \$144,448.00. Last year’s MMO was \$150,980.00. Also, Cash Balance Plan (N2) for 2025 is \$95,660.00. Last year’s was \$87,525.00. Funds were allocated in the NBMA Budget ending March 31, 2025, and will pay monthly.

The Treasurer/Comptroller reported that the road at the breast of Spring Mill Dam was closed from 8:00 a.m. on Thursday, December 19, 2024 to 8:00 a.m. Friday, December 20, 2024.

The Treasurer/Comptroller presented the following invoices for approval:

Gannett Fleming, Inc. – Invoices:

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

The Gannett Fleming, Inc.–Invoices covering November services, see below:
Gannett Fleming Inc. – (GFI) dated January 8, 2025, for professional services rendered through December 31, 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 - \$4,791.67

Gannett Fleming, Inc. – (GFI) dated January 8, 2025, for professional services rendered through December 31, 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 - \$1,357.43.

Gannett Fleming, Inc. – (GFI) dated January 8, 2025, for professional services rendered through December 31, 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 - \$2,164.07.

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Gannett Fleming, Inc. (GFI) dated January 8, 2025, Engineering Services – Asset Management Program Services – AMP Asset Management Program – Total due this invoice - \$3,790.95. (Total fee: \$31,800.00)

Total Invoices - \$12,104.12.

Upon recommendation of Mr. Martin Hozza and Mr. Stephen Kerbacher, the Board, upon motion by Ms. Haldeman and Mr. Lopsonzski, approved the invoices dated January 8, 2025 from Gannett Fleming, Inc. in the total amount of \$12,104.12.

The Treasurer/Comptroller presented the invoice from Pierce & Steirer, LLC, for professional services rendered for the month of December 2024 in the amount of \$1,000.65. Total year to date \$14,356.09. (Legal Union Representation – December \$125.00 year to date \$1,562.50).

Upon motion by Mr. Glassic and Ms. Haldeman, the Board approved the invoice from Pierce & Steirer, LLC., in the amount of \$1,000.65.

The Treasurer/Comptroller presented the invoice from Fitzpatrick Lentz & Bubba, PC – Attorney at Law – Labor/Employment professional services rendered through November 30, 2024 in the amount of \$1,140.00 and professional services rendered through December 31, 2024, in the amount of \$360.00. Total year to date \$1,500.00.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board approved the invoice from ***Fitzpatrick, Lentz & Bubba, PC*** – Attorney at Law in the amount of \$1,500.00.

Total year to date of (Labor Law Attorney) year to date is \$9,273.50.
(Flamm Walton Heimbach \$5,586.00 –now retired)

2025 IRS Mileage is \$0.70 cents per mile for 2025. Last year's mileage rate was \$0.67 cents per mile.

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

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The Treasurer/Comptroller reported on the new NBMA Accounts Metered – Two (2) - new meters were installed in December – (0-Northampton, 0-Allen Township, 0-North Catasauqua, 0-Laury’s Station, 0-Coplay, 2- W. Catasauqua, 0-Fullerton, 0-Hokendauqua, 0-Stiles, 0-Egypt, 0-Cementon, 0-North Whitehall, 0-Clearview, & 0-Water Hauler). Calendar Year to Date –129 New accounts Fiscal Year 2024 to 2025 to Date-93. The information pertinent to new connections was sent to the Borough of Northampton and Allen Township.

The Treasurer/Comptroller reported NBMA replaced 426 Meters and 506 MXU’s Fiscal Year to Date. Total cost of Meters and MXU’s fiscal year to date \$132,747.81.

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

M&T BANK 2003 REQUISITIONS:

2003 Revenue Fund Requisition #28 - \$479,747.00 – February 2025 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees.

2003 Revenue Fund Requisition #29– \$6,330.00 – December 2024 Meter & MXU & Reimbursement & Replacement Program.

2003 Revenue Fund Requisition #30 - \$4,515.13 – December 2024 Replacement & Renewals

*2003 Construction Fund Requisition #8 - \$78,946.60 – High Meadows Development 1&2 Req. #2 * Cherryville Road/High Meadows Development #4

Total all Requisitions: \$569,538.73.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board unanimously approved the Revenue Fund and the Construction Fund Requisitions listed above in the total amount of \$569,538.73, contingent upon approval by Gannett Fleming, Inc.

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PLGIT – Certificates of Deposits in the total of \$2,345,000.00 and cash of \$609,071.67 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 \$114,266.43. 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%-5.30%.

Northampton Borough Municipal Authority purchased the following CD's Bond Redemption & Improvement Fund

Resolution #255 – On January 13, 2025 a \$239,000.00 – 365 CD was purchased with a net interest rate of 4.45%-4.30% and interest at maturity will be \$10,636.50.

Resolution #256 – On January 13, 2025 a \$239,000.00 – 365 CD was purchased with a net interest rate of 4.35%-4.20% and interest at maturity will be \$10,396.50.

Resolution #257 – On January 13, 2025 a \$239,000.00 – 365 CD was purchased with a net interest rate of 4.31%-4.16% and interest at maturity will be \$10,300.90.

Upon motion by Messrs. Glassic and Lopsonzski, the Board approved the Resolution #255, #256 and #257, listed above.

MANAGER'S REPORT:

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

Bidding Threshold Increase 2025 – Mr. Kerbacher reported on a notification in the PA bulletin regarding Municipal Authorities bidding thresholds, effective January 1, 2025, the bidding thresholds for Municipal Authorities will be as follows:

- Contracts or purchases under \$12,900.00 require no formal bidding or price quotations.
- Contracts or purchases between \$12,900.00 and \$23,800.00 require three written/telephonic price quotes.

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- Contracts or purchases greater than \$23,800.00 require formal bidding and public notice.

Water Treatment Chemical & Pipe & Fittings – Mr. Kerbacher requested authorization to advertise for the following bid quotation for fiscal year April 1, 2025 to March 31, 2026 (open March 6, 2025) Pipe & Fitting 10:00 a.m. and Water Treatment Chemicals 10:30 a.m. also, it will be advertised in the Express-Times on Friday, February 21, 2025. (Bids open Thursday, March 6, 2025).

Upon motion by Messrs. Glassic and Lopsonzski, the Board authorized to advertise the bid quotation for the period April 1, 2025 to March 31, 2026 for Water Treatment Chemicals (10:30 a.m.) and Pipe & Fitting (10:00 a.m.) to be received on Thursday, March 6, 2025.

2025 NBMA Organization Chart – Mr. Kerbacher discussed the Organization Chart for 2025. A brief discussion followed.

Mr. Kerbacher reported on the DAC Bond Award of Excellence 25 years of service to the municipal market.

Mr. Kerbacher updated the Board on the progress of the Asset Management Plan. NBMA staff will be meeting with Gannett Fleming on Thursday, January 23, 2025 to discuss the preliminary findings from the meeting held in November. The goal is to identify any needs that will have to be addressed in the 2025-2026 budget year. A brief discussion followed.

Upon motion by Mr. Glassic and Ms. Haldeman, the Board approved the PMAA Life & Disability Insurance Annual Invoice in the amount of \$1,482.20.

Operations Report:

Mr. Stephen Kerbacher referred to the Operation's Report for January 2025. Construction projects completed in December 2024 were presented as well as current projects underway in the month of January 2025. A list of upcoming scheduled projects and potential proposed projects were presented.

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

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.

2MG Cementon Tank #1 - Mr. Kerbacher reported that the DN Tanks was on site the week of November 18th, 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 – \$6,682.21 worth of Liens, continuing.

New Business

No new business.

Upon motion Mr. Lopsonzski and Ms. Haldeman, the Board unanimously agreed to adjourn at 6:09 p.m. to meet in a regular session on Tuesday, February 11, 2025 at 5:00 p.m. in the NBMA Headquarters Building.

Stephen J. Kerbacher, General Manager

Visitor(s) 0 Total year to date 9.