

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

Northampton, PA – May 14, 2024

The regular monthly meeting of the Board of the Northampton Borough Municipal Authority (NBMA) was held at 5:00 p.m. on May 14, 2024 in the NBMA Edward D. Hozza, Sr., Board Room, 1 Clear Springs Drive, Northampton, PA. Chairman Deily, Board Members Haldeman, Hucaluk and Lopsonzski were present. Also, in attendance were, Mrs. Lori Schwartz, Treasurer/ Comptroller, Mr. Scott Steirer, Solicitor and Mr. Scott Hughes, Gannett Fleming, Inc. Vice Chairman Glassic arrived at meeting at 5:19 pm. and Mr. Stephen J. Kerbacher, General Manager /Secretary, attended via teleconference.

Pledge of Allegiance to the American Flag.

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

**Chairman’s Report:**

ACE – AWWA – June 10-13, 2024, Anaheim, CA.

Thank you – Mrs. Zareczky family in memory of Mr. Richard Zareczky, who passed away on March 22, 2024.

**Treasurer/Comptroller Report:**

The Treasurer/Comptroller presented the following invoices for approval:

**Gannett Fleming, Inc. – Invoices:**

The Gannett Fleming Invoices covering April services, see below:

Gannett Fleming, Inc. (GFI) dated May 10, 2024, for professional services rendered through April 26, 2024. Update Water System GIS Maps and perform related services. 24D – Mapping Updates/GIS Work. Total due this invoice \$2,247.22.

**N.B.M.A. Minutes – May 14, 2024 – Page 2**

Gannett Fleming, Inc. (GFI) dated May 10, 2024, for professional services rendered through April 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. Cementon Tanks Project. Total due this invoice \$14,484.01.

Gannett Fleming, Inc. (GFI) dated May 10, 2024, for professional services rendered through April 26, 2024. Assist NBMA with the Cementon Reservoir Cover and Lining Project, including Designs, Permitting, Bid Phase, and Construction Phase Services. Cementon Reservoir Cover & Lining Project. Total due this invoice \$6,255.95.

Gannett Fleming, Inc. (GFI) dated May 10, 2024, for professional services rendered through April 26, 2024. 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. 24A-General Consulting Services. Total due this invoice \$384.65.

Total Invoices \$23,371.83.

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 10, 2024 from Gannett Fleming, Inc. in the total amount of \$23,371.83.

DN Tank Application - Cementon Tank #2 Pennvest Loan #12 – \$80,346.25.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board approved the DN Tank Application – Cementon Tank #2 - Pennvest Loan#12 in the amount of \$80,346.25.

The Treasurer/Comptroller presented an invoice from Pierce and Steirer, LLC dated May 3, 2024, for professional services rendered for the month of April 2024 in the amount of \$1,126.90. Total year to date \$3,603.93.

Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board unanimously approved the invoice from Pierce and Steirer, LLC dated May 3, 2024, for professional services rendered for the month of April 2024 in the amount of \$1,126.90.

**N.B.M.A. Minutes – May 14, 2024 – Page 3**

The Treasurer/Comptroller presented the April 2024 NBMA Consumption Report, Replacement and Renewals and the Delinquent Water Account Status at this time. There were no Financial Statement for March, due to Audit.

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, 2024, as a basis for the calculation which equals a figure of 95%. Last years' overhead charge was 88%. Waiting for the Authority auditors, Campbell, Rappold & Yurasits, LLP to approve the rate.

Upon motion by Ms. Haldeman and Mr. Lopsonzski, the Board unanimously approved 95% as the overhead calculation for the fiscal year April 1, 2024 to March 31, 2025.

The Treasurer/Comptroller reported on the new NBMA Accounts Metered – Nine (9) - new meters were installed in April – (0-Northampton, 4-Allen Township, 4-North Catasauqua, 0-Laury's Station, 0-Coplay, 0-W.Catasauqua, 0-Fullerton, 0-Hokendauqua, 0-Stiles, 0-Egypt, 0-Cementon, 0-North Whitehall, 1-Clearview, & 0-Water Hauler). Calendar Year to Date –45 New accounts Fiscal Year 2024 to 2025 to Date-9. The information pertinent to new connections was sent to the Borough of Northampton and Allen Township.

The Treasurer/Comptroller reported NBMA replaced 54 meters and 61 MXU's Fiscal Year to Date. Total cost of Meters and MXU's fiscal year to date \$17,599.92.

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

**M&T BANK 2003 REQUISITIONS:**

2003 Revenue Fund Requisition #4 - \$575,747.00 – June 2024 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees.

2003 Revenue Fund Requisition #5 – \$19,992.00 – April 2024 Meter & MXU & Reimbursement & Replacement Program.

**N.B.M.A. Minutes – May 14, 2024 – Page 4**

2003 Revenue Fund Requisition #6 - \$18,147.05 – April 2024 Replacement & Renewals

2003 Construction Fund Requisition #1 - \$191,659.47 – Maple Street (Tuskes Home Project) April Tapping Fee.

Total all Requisitions: \$805,545.52.

Upon motion by Mr. Lopsonzski and Ms. Haldeman, the Board unanimously approved the 2003 Revenue and 2003 Construction Funds as listed above in the total amount of \$805,545.52 contingent upon approval by Gannett Fleming, Inc.

PLGIT – Certificates of Deposits in the total of \$6,963,000.00 and cash of \$1,252,481.85 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 \$382,311.54. 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 5.00%-5.66%.

Northampton Borough Municipal Authority purchased the following CD's

**Debt Service Reserve Fund**

Resolution #228: On April 24, 2024 a \$236,000.00 – 365 CD was purchased with a net interest rate of 5.60%/5/45% and interest at maturity will be \$13,216.00.  
Debt Service Fund.

Resolution #229: On April 24, 2024 a \$237,000.00 – 365 CD was purchased with a net interest rate of 5.37%/5.22% and interest at maturity will be \$12,726.90.  
Debt Service Fund.

Resolution #230: On April 24, 2024 a \$237,000.00 – 365 CD was purchased with a net interest rate of 5.27%/5.12% and interest at maturity will be \$12,489.90.  
Debt Service Fund.

**N.B.M.A. Minutes – May 14, 2024 – Page 5**

Resolution #231: On April 24, 2024 a \$193,000.00 – 365 CD was purchased with a net interest rate of 5.25%/5.10% and interest at maturity will be \$10,132.50. Debt Service Fund.

Resolution #232: On April 24, 2024 a \$95,000.00 – 365 CD was purchased with a net interest rate of 5.25%/5.10% and interest at maturity will be \$4,987.50. Debt Service Fund.

**Bond Redemption & Improvement Fund**

Resolution #233: On May 2, 2024 a \$237,000.00 – 365 CD was purchased with a net interest rate of 5.35%/5.20% and interest at maturity will be \$12,679.50. Bond Redemption & Improvement Fund.

Resolution #234: On May 2, 2024 a \$237,000.00 – 365 CD was purchased with a net interest rate of 5.30%/5.15% and interest at maturity will be \$12,561.00. Bond Redemption & Improvement Fund.

Upon motion by Ms. Haldeman and Mrs. Hucaluk, the Board unanimously approved the Resolutions and Bond Redemption & Improvement Fund as presented above and to be submitted to M&T Bank.

Municipal Risk Management – The Treasurer/Comptroller reported that the Workers Compensation rebate –was received on April 15, 204 for year 2014 through 2022 in the amount of \$21,222.57.

**MANAGER’S REPORT:**

**Managers’ Report:**

Staff Meeting – Mr. Kerbacher reported that the NBMA Staff Meeting was held on Thursday, May 9, 2024 at 9:00 a.m. in the NBMA Headquarters Building, also, Penn Bid Opening was at 11:00 a.m.

On the recommendation of Mr. Kerbacher and Mrs. Schwartz, the Board, upon motion by Mr. Glassic and Ms. Haldeman, unanimously authorized an increase in salary effective May 27, 2024 from \$20.00 per hour to \$22.39 for Mr. Nicholas Kaintz – Line Crew – based on the six (6) month review presented and discussed by the Manager. Mr. Kaintz was employed on November 27, 2023.

**N.B.M.A. Minutes – May 14, 2024 – Page 6**

On the recommendation of Mr. Kerbacher and Mrs. Schwartz, the Board, upon motion by Mr. Glassic and Ms. Haldeman, unanimously authorized an increase in salary effective May 31, 2024 from \$26.61 to \$28.81 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 on May 31, 2024.

On the recommendation of Mr. Kerbacher and Mrs. Schwartz, the Board, upon motion by Mr. Glassic and Ms. Haldeman, unanimously authorized an increase in salary effective June 6, 2024 from \$27.61 to \$29.48 per hour for Mr. Peter Moyer – Line Crew – based on the six (6) month review presented and discussed by the Manager. Mr. Moyer was employed on June 6, 2022.

On the recommendation of Mr. Kerbacher and Mrs. Schwartz, the Board, upon motion by Mr. Glassic and Ms. Haldeman, unanimously authorized an increase in salary effective May 30, 2024 from \$21.00 to \$22.00 per hour for Ms. Megan Dreher – Admin/Clerk – based on the six (6) month review presented and discussed by the Manager. Ms. Dreher was employed on May 30, 2023.

Upon motion by Mr. Lopsonzski and Mrs. Hucaluk, the Board unanimously approved the Invoice for DRBC – Delaware River Basin Commission Invoice for EWS (Early Warning System) in the amount of \$1,171.91.

CPower – Mr. Kerbacher referred to the CPower rebate check received on April 29, 2024 in the amount of \$1,157.00.

NBMA Website – Mr. Kerbacher discussed an upgrade to the [www.nbma.org](http://www.nbma.org) website with “na studios”.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board unanimously approved “na studios” to update/upgrade the [www.nbma.org](http://www.nbma.org) website at a cost of \$3,350.00.

**Operations Report:**

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

**N.B.M.A. Minutes – May 14, 2024 – Page 7**

3MG Cementon Tank #2; Tank #1 Rehab – Mr. Kerbacher, along with Mr. Scott Hughes requested approval of Change Order No. 1 – Increased cost to rehabilitate Cementon Tank #1 and its valve chamber above the \$500,000.00 allowance provided for in the original contract - \$353,750.00. Also, a time extension of 136 days with a new completion date of September 30, 2024.

Upon motion by Messrs. Glassic and Lopsonzski, the Board unanimously approved the Change Order No. 1 to increase the cost and time extension as stated above.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board approved the Request approval to issue Notice of Intent to Award and upon receipt of all documentation, bonds, insurance certificates, as acknowledged by Gannett Fleming, Inc. issue notice to Award to the successful bidder.

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.

Northampton Borough Waste Water Treatment Plant

Taste & Odor – Mr. Kerbacher reported that there are no taste and odor issues at this time.

Lehigh River – Cementon Dam update – Mr. Kerbacher and Mr. Hughes reported that Mr. Kerbacher was recently contacted by members of the PA DEP regarding a Delaware River Basin Commission (DRBC) Docket related to renewal of the Holcim Cement (Formerly LaFarge) Whitehall plant water withdrawal on the Lehigh River. Mr. Kerbacher and Mr. Hughes explained to the Board that conditions of the permit renewal require Holcim to consult with PA DEP regarding further actions or requirements to develop a plan to address fish passage at the Cementon dam. NBMA is recognized as a stakeholder potentially effected by any dam removal / fish passage action that may be taken. It appears that no immediate action by NBMA is needed at this time. A brief discussion followed.

**N.B.M.A. Minutes – May 14, 2024 – Page 8**

Zachary R. Fritz – Mr. Kerbacher reported that Zachary Fritz, Water Treatment Plant Operator has informed the Authority that he will be resigning his employment with NBMA. His last day of work will be May 31, 2024. A lengthy discussion followed. Mr. Kerbacher informed the Board that he will post the available position of Water Treatment Plant Operator within the company as required. Also, he will advertise and begin the search to fill the position.

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

**ENGINEERS' REPORT:**

Mr. Hughes presented the results of the bids for the 3MG Reservoir Cover and Liner replacement project.

Bids were opened on Thursday, May 9, 2024 @ 11:00 a.m. via PennBid. Bid results were as follows:

RTD - \$886,737.00

Atlantic Lining Co., Inc. - \$938,100.00

The project Manual requested bidders include alternate pricing with their base bid providing for a 5-year workmanship warranty add-on (vs. the standard 1-year warranty) the bid pricing for Alternate A is as follows:

RTD - \$8,435.00

Atlantic Lining Co., Inc. - \$11,200.00

Upon recommendation of Gannett Fleming, Inc. upon motion by Ms. Haldeman and Mr. Glassic, the Board approved the request to issue Notice of Intent to Award and upon receipt of all documentation, bonds, insurance certificates, as acknowledge by Gannett Fleming, Attorney Steirer and NBMA Staff, issue the Notice to Award to the apparent low bidder, RTD Enterprises, Inc. at a total bid (including Alternate A) of \$895,172.00.



**SOLICITOR’S REPORT:**

**Old Business**

1. Liens and Satisfactions – \$5,115.61 worth of Liens, continuing.
2. LCA-DEP Permit
3. Act 151 Policy
4. Bower – Fire Hydrant

**New Business**

No new business.

Upon motion Messrs. Lopsonzski and Glassic, the Board unanimously agreed to adjourn at 6:10 p.m. to meet in a regular session on Tuesday, June 11, 2024 at 5:00 p.m. in the NBMA Headquarters Building.



Stephen J. Kerbacher, General Manager

Visitor(s) 1 Total year to date 4.