

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

Northampton, PA – October 14, 2025

The regular monthly meeting of the Board of the Northampton Borough Municipal Authority (NBMA) was held at 4:00 p.m. on October 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 Hucaluk were present, Lopsonzski entered 4:30 p.m. Also, in attendance were, Mr. Stephen Kerbacher, General Manager, Mrs. Lori Schwartz, Treasurer/ Comptroller, Mr. Scott Steirer, Pierce and Steirer, LLC and Mr. Michael Brown, Gannett Fleming (GFT).

Pledge of Allegiance to the American Flag.

Upon motion by Ms. Haldeman and Mr. Glassic, the Board approved the minutes of the monthly meeting held September 12, 2025 and September 2025 Cash Vouchers.

**Chairman's Report:**

Dinner meeting with Borough of Northampton – Northampton Banquet and Event Center will be held on Wednesday, October 22, 2025.

Upon motion by Mrs. Hucaluk and Ms. Haldeman, the Board approved to reschedule the Tuesday, November 11, 2025 Board Meeting to Monday, November 10, 2025 due to Veterans Day holiday, NBMA office is closed.

Mr. Michael T. Brown, Gannett Fleming was in attendance to discuss and present the new Asset Management Program (AMP). The AMP is a program that identifies and prioritizes capital improvements and upgrades to all NBMA building, property, facilities and equipment. The AMP will be used as a tool to assist in establishing rates as well as formulating the annual budget. The AMP will be updated annually. A lengthy discussion followed. Mr. Brown left meeting at 5:30 p.m.

**N.B.M.A. – Minutes – October 14, 2025 – Page 2**

**TREASURER/COMPTROLLER REPORT:**

The Treasurer/Comptroller presented the following invoices for approval:

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

Gannett Fleming, Inc. (GFI) dated October 9, 2025, for professional services rendered through September 26, 2025. Engineering Services – Asset Management Program Services – AMP Asset Management Program - Total due this invoice \$8,871.58.

Gannett Fleming, Inc. (GFI) dated October 9, 2025, for professional services rendered through September 26, 2025. Assist NBMA with 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 \$5,529.31.

Gannett Fleming, Inc. (GFI) dated October 9, 2025, for professional services rendered through September 26, 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 \$761.37.

Gannett Fleming, Inc. (GFI) dated October 9, 2025 for professional services rendered through September 26, 2025. Capital Charges Study Update Services. Total due this invoice \$1,499.84.

Gannett Fleming, Inc. (GFI) dated October 9, 2025 for professional services rendered through September 26, 2025. Update water system GIS maps and perform related services. Mapping Updates & GIS Assistance. Total due this invoice \$3,271.96.

Total Invoices - \$19,934.01.

Upon recommendation of Mr. Martin Hozza and Mr. Stephen Kerbacher, the Board, upon motion by Messrs. Glassic and Lopsonzski, the Board approved the invoices dated October 9, 2025 from Gannett Fleming, Inc. in the total amount of \$19,934.01.

**N.B.M.A. – Minutes – October 14, 2025 – Page 3**

The Treasurer/Comptroller presented the invoice from Pierce & Steirer, LLC – Invoice dated October 2, 2025 for professional services rendered for the month of September in the amount of \$1,158.77. Total year to date \$18,422.88. (Legal Union Representation– September 2025- \$227.50 – Total union to date \$9,597.50).

Upon motion by Ms. Haldeman and Mrs. Hucaluk, the Board unanimously approved the invoice from Pierce & Steirer, LLC dated October 2, 2025 for professional services rendered for the month of September 2025 in the amount of \$1,158.77.

Fitzpatrick Lentz & Bubba, PC – (Dave Steckel) (New as of December 2024) Attorney at Law – Labor Negotiations/ General Labor and Employment Matters – invoice dated September 16, 2025, for professional services rendered through August 31, 2025 is \$3,750.00. Total to date \$36,431.20.

Upon motion by Ms. Haldeman and Mrs. Hucaluk, the Board unanimously approved the invoice from Fitzpatrick Lentz & Bubba, PC dated September 16, 2025 for professional services rendered from the month of August 2025 in the amount of \$3,750.00.

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 – \$36,431.20.  
Pierce & Steirer, LLC – Total to date \$9,597.50.  
**Total to date for all union representation – \$51,614.70**.

The Treasurer/Comptroller presented the Delinquent Water Account status – for month of September 2025.

The Treasurer/Comptroller presented the September 2025 NBMA Consumption Report, the August 2025 Operating Financial Statements and the Replacement and Renewals.

**NBMA NEW ACCOUNTS METERED** – Fourteen (14) - new meters were installed in September – (0-Northampton, 9-Allen Township, 0-North Catasauqua, 0-Laury's Station, 0-Coplay, 0-W.Catasauqua, 0-Fullerton, 0-Hokendauqua, 1-Stiles, 0-Egypt, 1-Cementon, 1-North Whitehall, 2-Clearview, & 3-Water Hauler). Calendar Year to Date –91 New accounts Fiscal Year 2025 to 2026 to Date-71.

## **N.B.M.A. – Minutes – October 14, 2025 – Page 4**

The information pertinent to new connections was sent to the Borough of Northampton and Allen Township.

The Treasurer/Comptroller reported NBMA replaced 428 Meters and 483 MXU's Fiscal Year to Date. Total cost of Meters and MXU's fiscal year to date \$93,032.81.

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

### **M&T BANK 2003 REQUISITIONS:**

\*2003 Revenue Fund Requisition #15 - \$505,365.78 – November 2025 Budget Expenses, Operating Expenses, Maintenance Expenses, Inventory, Trustee Fees, Penn Vest Loan.

\*2003 Revenue Fund Requisition #16 – \$10,224.41 – September 2025 Meter & MXU & Reimbursement & Replacement Program.

\*2003 Construction Fund Requisition # 6 - \$190,367.61 Tapping Fee – High Meadows/Greenleaf Fields.

Total Revenue & Construction Fund Requisitions: \$705,957.80

Upon motion by Mr. Glassic and Mrs. Hucaluk, the Board approved the 2003 Revenue Fund Requisitions and 2003 Construction Fund Requisition as listed above in the total amount of \$705,957.80 contingent upon approval by Gannett Fleming, Inc.

Northampton Borough Municipal Authority Purchased the following CD's:

PLGIT – Certificates of Deposits in the total of \$7,741,000.00 and cash of \$443,891.93 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 \$329,328.07. The Federated Money Market (Direct Obligations of the US Government) at M&T Bank has a yield of 3.76 %, the Certificate of Deposit investments with PLGIT are currently yielding 3.85%-4.35%.

**N.B.M.A. – Minutes – October 14, 2025 – Page 5**

**Bond Redemption**

Resolution #278 – On September 17, 2025 a \$239,000.00 – 365-day CD was purchased with a net interest rate of (4.20%/4.05%) and interest at maturity will be \$10,038.00.

Resolution #279 – On September 17, 2025 a \$240,000.00 – 365-day CD was purchased with a net interest rate of (4.05%/3.90%) and interest at maturity will be \$9,720.00.

Resolution #280 – On September 17, 2025 a \$240,000.00 – 365-day CD was purchased with a net interest rate of (4.00%/3.85%) and interest at maturity will be \$9,600.00.

Resolution #281 – On October 3, 2025 a \$240,000.00 – 364-day CD was purchased with a net interest rate of (4.05%/3.90%) – and interest at maturity will be \$9,493.37.

Resolution #282 – On October 3, 2025 a \$240,000.00 – 364-day CD was purchased with a net interest rate of (4.00%/3.85%) – and interest at maturity will be \$9,573.70.

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

PMHIC Benecon/Health Care – Surplus Distribution – NBMA received 2024 final distribution in the amount of \$49,027.84 on September 22, 2025.

PMHIC Benecon/Health Care – The annual PMHIC Renewal meeting was held on Tuesday, October 7, 2025.

Northampton Borough Municipal Authority – 6-month Comparison – The Treasurer/Comptroller reported revenues up \$83,000, meter sales were up 1.24% and capacity fees were up slightly. Developer Contribution was \$530,000 million, down \$670,000 from the prior fiscal year.

## **N.B.M.A. – Minutes – October 14, 2025 – Page 6**

Operations expense were up \$70,000 from last year and maintenance was up \$30,000.00 from last year. There was only a slight increase in expenses possibly due to the fact the one employee resigned in June and one in July and neither have been replaced. Replacement and renewals spent to date is \$370,000 which is \$216,000 more than was budgeted for the whole fiscal year. We were only able to budget for meters this fiscal year.

Items that will impact NBMA's future costs is the Pennvest loan which we started making payments of \$25,000.00 a month or \$300,000.00 a year. Potential union representation and the increase cost of what may be needed/wanted. The increase in health care costs of 11.8%, the capital items needed due to the new fixed asset management plan, possible effect of tariffs and unknown future interest rates.

Annual Thanksgiving Gift - \$50.00 – Jaindl's Turkey Gift Certificates – to each NBMA Employee.

Upon motion by Ms. Haldeman and Mr. Glassic the Board approved the 2025 Jaindl's Turkey gift certificate to NBMA Employees.

Annual Christmas Gift - \$75.00 to each NBMA Employee & Pensioners (who retired from NBMA). \$100.00 to Management and \$175.00 to General Manager.

A motion was made by Ms. Haldeman and seconded by Mrs. Hucaluk to approved the Christmas gifts to employees. Chairman Deily offered an alternative motion to present the Christmas gifts only to the non-union employees. That motion did not receive a second and was rendered mute. The original motion carried by a vote of 4-1, with Chairman Deily voting no.

## **MANAGER'S REPORT:**

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

Annual DEP NPDES Permit – Mr. Kerbacher presented the Annual DEP NPDES permit fee of \$1,500.00 for payment.

Upon motion by Mr. Lopsonzski and Ms. Haldeman, the Board approved payment by a vote of 4-1, with Mr. Glassic voting no.

## **N.B.M.A. – Minutes – October 14, 2025 – Page 7**

American Water Works Association Annual Membership Fee – Mr. Kerbacher presented the invoice to pay the annual AWWA membership in the amount of \$4,923.00.

Upon motion by Ms. Haldeman and Mrs. Hucaluk, the Board approved payment by a vote of 4-1, with Mr. Glassic voting no.

Authority October 2025 Magazine - was received and distributed to Board Members and Staff.

Semi-Annual Report - Mr. Kerbacher presented on the Semi-Annual report, April 1, 2025 to September 30, 2025.

Capital Charges Study – Mr. Kerbacher presented the Capital Charges Study that was completed by Gannett Fleming, Inc. The Capital Charges Study evaluates Tapping Fee rates to new customers connecting to the NBMA System. A lengthy discussion followed. Upon motion by Vice Chairman Glassic and Mrs. Hucaluk, the Board voted unanimously to adopt the Capital Charges Study and new fees effective January 1, 2026. The Staff will post the new updated fees on the NBMA Website.

### **Operations Report:**

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

SR 0329 Cementon Bridge Replacement – Mr. Kerbacher reported that the majority of the relocation work on the Northampton side of the river is complete. The Pierson crews will now begin work on the Whitehall side.

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.

**N.B.M.A. – Minutes – October 14, 2025 – Page 8**

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 reported that DN Tanks crew is on site. A plan has been implemented to begin rehabilitation of Tank #1. The project will be monitored by NBMA and Gannett Fleming inspectors. Updates will follow. A brief discussion followed.

Authorization #2 – Estimated cost to install, approximately 4,333 feet of 8-inch ductile iron pipe with appurtenances (1,546 feet in Neffs Laurys Road., 2,094 feet in Majestic View Drive, 255 feet in Sunset Drive and 438-feet in Meadow Lane) to provide water service to Views at Fells Creek Housing Development, North Whitehall, Lehigh County. Also – 6-6-inch Fire Hydrants and 27-3/4-inch service connections. Applicant Keystone Custom Homes 227 Granite Run Drive, Lancaster, PA 17601. Total cost to applicant \$394,715.34. All rock excavation extra, at current price at time of installation \$120.00 per cubic yard.

Upon motion by Messrs. Glassic and Lopsonzski, the Board approved the Authorization #2 as presented above.

**ENGINEERS’ REPORT:** (Mr. Michael Brown was in attendance)

Asset Management Presentation

**SOLICITOR’S REPORT:**

**Old Business**

PFAS - No action at this time.

Liens and Satisfactions – \$11,056.72 worth of Liens, continuing.

**New Business**

No new business.

**N.B.M.A. – Minutes – October 14, 2025 – Page 9**

Upon motion Mr. Lopzonski and Mrs. Hucaluk, the Board unanimously agreed to adjourn at 6:33 p.m. to meet in a rescheduled session on Monday November 10, 2025 at 5:00 p.m. in the NBMA Headquarters Building.

Stephen J. Kerbacher, General Manager

Visitor(s) 1 Total year to date 12.