

**LOWER SAUCON AUTHORITY
MINUTES OF MEETING
APRIL 18, 2023**

1. Call to Order

Mr. Gress called the meeting to order at 6:31 P.M.

2. Roll Call

Present were Mr. Gress, Chairman; Mr. Smith, Vice Chairman; Mr. Werner, Secretary; Mr. Corcoran, Treasurer; Mr. Keich, Member; Mr. Ross, Administrator; Ms. Fetzer, Assistant Administrator; Mrs. Kerchner, Secretary; Mr. Backenstoe, Attorney; (Mr. Davis, Mr. Thakkar, Mr. Carocci and Mr. Reccek were not present and Mr. Youst was present via zoom).

3. Citizen Agenda Items

None.

4. Minutes

Motion by Mr. Werner, Second by Mr. Gress to approve the minutes dated March 15, 2023 as presented.

Roll Call 5-0 Motion Approved. (Mr. Davis and Mr. Thakkar were not present).

5. Financial Report

Mr. Corcoran said the water rents are up and the water costs are down. Mr. Corcoran mentioned looking at this. Mr. Ross said the first-quarter purchases are down from last year and once we do our billing in the beginning of May, we will see what was sold to the customers. Mr. Corcoran said there was spending for the pipe for the North Drive project. Stock pipe was used last year for the water main projects. Mr. Ross said we will replace a portion of our stock pipe. Part of the expenses for Creekside will be reimbursed for the Meadows Road bridge. Mr. Ross said one other capital item that was in the budget was the dump truck that we had talked quite a bit about. So far, the dump that we have is holding on. Bill has not said that he needs to replace it yet. We are going to try and ride it out as long as we can and see if we can make it through the year with the truck. I do not know if we will be able to. We will see how long the truck will give us. Mr. Ross did note that we will get money for the sale of the old dump truck. Mr. Keich pointed out that the treasurer's report has a formula that might need to be adjusted. Mr. Corcoran said he will

look at that. Mr. Corcoran noted that the interest income is looking good and said we are getting a good interest rate.

6. Agenda

A. Safety Glass

Mr. Ross said nothing has happened yet with the bulletproof glass installation. He said we talked to the township public works about having them install the glass and how they installed it for their building, and we have decided not to have the township public works install the bulletproof glass for the Authority. Mr. Ross said he is going to get a new set of bids for the glass installation. He said he was unable to obtain the bids for this meeting as he was away for two weeks, which was vacation and a conference. Mr. Ross said he will have a set of bids for the next meeting. Mr. Ross said he will try for some new companies and said he would like more than one bid like we had the last time. Mr. Gress gave Mr. Ross the name of the company that does work for the fire company. He said maybe they can install the glass. Mr. Ross said he will contact them. Mr. Gress will give Mr. Ross the contact information.

B. Employee Handbook

Mr. Gress said we have an updated copy of the employee handbook. Mr. Corcoran asked where the updates came from. Mr. Ross said the updates came from feedback from the Board Members. Mr. Ross said he had a consultant rewrite our handbook. Mr. Ross said before we discuss the employee handbook any further, he would like to discuss the summer hours agenda item.

C. Summer Hours

Mr. Ross said he would like to institute summer hours again this summer. He said we have instituted this the past two years. Mr. Ross said summer hours are not a policy or procedure that we have in place rather it is voted on each year. Mr. Ross said if we do make it a policy or procedure, we could add it to the employee handbook. If included in the employee handbook we would not have to approve the summer hours every year. Mr. Ross said he would like to have the field employees work four 10-hour days again for this summer as it worked out very well last summer with the projects taking place then. The office staff would work four 8.5-hour days from 7:30 A.M to 4:00 P.M. Monday through Thursday and Friday our office hours would be 7:30 A.M. to 1:30 P.M. Mr. Ross then said he would like to grant the employees the holiday hours what they would have worked that day. There was a brief discussion about the summer hours, and it was determined that the Board Members agreed to implement summer hours and to make it a policy to include them in the employee handbook. The Board Members also agreed to add to the handbook to say the summer hours are determined at the discretion of the Administrator. The Board Members then made

a motion for both the holiday hours and the holiday pay for the holidays that fall during the summer hours.

Motion by Mr. Keich, Second by Mr. Smith that the holiday pay for holidays be the normally expected hours for that day whether it be 8 hours, 8.5 hours or 10 hours.

Roll Call 5-0 Motion Approved. (Mr. Davis and Mr. Thakkar were not present).

Motion by Mr. Keich, Second by Mr. Smith to start the holiday hours at the discretion of the Administrator with the guideline of Memorial Day to Labor Day plus or minus starting with what the administrator thinks is logical.

Roll Call 5-0 Motion Approved. (Mr. Davis and Mr. Thakkar were not present).

The Board Members then made a motion to approve the updated employee handbook.

Motion by Mr. Gress, Second by Mr. Werner to approve the updated employee handbook for the Lower Saucon Authority with the addition of the last two motions including holiday hours and holiday pay.

Roll Call 5-0 Motion Approved. (Mr. Davis and Mr. Thakkar were not present).

D. Creekside Update

Mr. Ross said we acquired the two necessary easements. The easement with L&P Real Estate and the easement with Mrs. Murray. These easements were required because of the bridge relocation. Mr. Ross said he sent an email to the County and the DEP asking for the minutes of the meeting that the Authority had with them. They said they would have the minutes by the afternoon and Mr. Ross said he had not received them yet. Mr. Ross is hoping to receive the minutes tomorrow or Thursday. He said he is waiting to send his letter once he gets the minutes. The letter is an explanation of what the Authority extra costs are based on the bridge relocation.

Mr. Youst then gave his update. He said his team is working on many aspects of the plans and permit applications for the project. The goal is by the end of the month or the beginning of May to get the applications for the permits submitted. The one permit is the NPDES storm water permit. The MEP, which is the Mechanical Electrical Plumbing design subconsultant who was Lehigh Valley Engineering has been absorbed and is now taken over by D'Huy Engineering. D'Huy has two-thirds of their sixty percent drawings completed. Their goal is to have their completed package delivered to us by the end of the month. Once we receive the completed package, we can send it to the precast companies for the building and the generator. The precast companies will then begin work on the two-part procurement contract. The first would be for them to prepare the shop

drawings. The drawings would then be set aside for when the Authority is granted our permits for the project and at that time the Authority can then issue the go ahead for them to take the shop drawings and begin fabrication of the building and the generator. This would save about 3 to 4 months of time then if it was part of the construction contract and bid. The goal is to have the proposal for the two-phase procurement for the May meeting. The Authority can then decide if we would like them to move forward with the fabrication of the shop drawings, which is phase 1. The second phase would be to begin fabrication of the building and the generator when we are comfortable doing so.

Mr. Youst said besides that he is working with Mr. Ross and Mr. Reccek on the material procurement of the force main pipe. There is about a 6-month delay for the force main that will go under the stream crossing. The county bridge work is estimated to be bid out in the first quarter of 2024. This comes close to when the construction for our project will begin. Mr. Youst said we should be attempting to get our work on the stream crossing and at the L&P property done before the bridge contractor comes and begins work there. Mr. Youst said he feels it is prudent for the Authority to purchase the force main and fittings now and have them available for the construction contractor to pick up and use as soon as we have a contract for the construction. It would be nice to have this part of the work completed so we are not fighting for space to work while the bridge contractor is working as well. The hope would be to have the pipe at the Authority ready just before we award the construction contract. Mr. Youst said he will be working with Mr. Reccek to make the list of the materials that are needed. This would then be put out to bid on the PennBid website. The bids will be put out, so they are collected and ready to approve at the May or June board meeting. Mr. Ross said he talked to his friend at PennBid today and they said they will work with us to get the bid out as soon as possible. Mr. Ross said the best-case scenario would be to have the bid out and ready for approval at the May 16th board meeting.

Mr. Smith asked if there are any other long lead project items. He asked to make sure that the Authority is getting ahead on all aspects possible for this project. Mr. Youst said he feels there are no other long lead items for the project after he looked in to all the different project components.

Mr. Corcoran asked when we would be able to put the building fabrication out to bid. Mr. Youst said after we receive the permit from DEP which will be around September unless the Authority Board Members feel comfortable taking the risk and decide they would like to do so before we receive the permits.

Mr. Werner said that Mr. Davis suggested last month that we put together a schedule or some type of timeline. Mr. Werner said this will be helpful for the Board Members to see a timeline of the milestones and how they are progressing. Mr. Youst said he will work on a schedule that can be shared with the Board Members. The Board Members agreed that it would be helpful to have a timeline of the milestones for them to have at the meetings.

Mr. Smith noted that we should keep asking the county for updates on their timeline to see how it will impact the Authority. Mr. Ross and Mr. Youst said they will continue to ask the county for updates on their timeline.

There was then a brief discussion about the background information regarding the Creekside pump station from the handout Mr. Youst made and gave to the Board Members.

Mr. Gress thanked everyone for their hard work with the Creekside pump station.

7. Citizen Non-Agenda Items

None.

8. Reports

A. Attorney

Attorney Backenstoe had nothing further to report.

B. Engineer

Mr. Youst said he worked with the Authority staff to get the information needed for the annual water report. He said he received the information from the City of Bethlehem on time this year. Mr. Youst said the report was submitted on time this year. In addition, Mr. Youst continues to work on the Creekside project.

C. Administrator

Mr. Ross said today we completed day two of the annual hydrant flushing. He said the customers are notified by phone calls. Also, our website, Facebook and the Nextdoor app are updated with the flushing schedule.

D. Chairman

Mr. Gress had nothing to report.

E. Members

No members had anything to report.

9. Adjournment

Upon Motion by Mr. Smith, Second by Mr. Corcoran the April 18, 2023 Board Meeting adjourned at 7:58 P.M.

Respectfully Submitted,

Emily Kerchner
Recording Secretary