

**LOWER SAUCON AUTHORITY
MINUTES OF MEETING
JANUARY 18, 2022**

1. Call to Order

Mr. Anderson called the meeting to order at 6:30 P.M.

2. Roll Call

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

REORGANIZATION

1. Motion by Mr. Anderson, Second by Mr. Smith to nominate Mr. Gress as Chairman for the year 2022.
2. Motion by Mr. Gress, Second by Mr. Smith to nominate Mr. Anderson as Vice Chairman for the year 2022.
3. Motion by Mr. Anderson, Second by Mr. Gress to nominate Mr. Werner as Secretary for the year 2022.
4. Motion by Mr. Anderson, Second by Mr. Davis to nominate Mr. Corcoran as Treasurer for the year 2022.

Roll Call 7-0 Motion Approved. For all Board positions.

APPOINTMENTS BY THE BOARD

5. Motion by Mr. Gress, Second by Mr. Anderson to maintain the Solicitor as David Backenstoe and Jack Seitz, Brad Youst and Hanover Engineering Associates as Engineer, Hutchinson, Gillahan and Free P.C. as the Auditor, to retain the current check signers (Mr. Corcoran, Mr. Anderson, Ms. Fetzer and Mr. Ross for emergencies), to maintain the depositories of funds as Fulton Bank, PLGIT, and Embassy Bank and to keep the meeting dates as the third Tuesday of the month at 6:30 P.M. (except for March where it will be the fifth Tuesday of the month and the October meeting where it will be the last Wednesday of the month at 6:30 P.M.) for the year 2022.

Roll Call 7-0 Motion Approved. Motion was for all appointments by the Board.

6. Citizen Agenda Items

None.

7. Minutes

Page 1 under Roll Call change “Mr. Reccek and Mr. Reccek” to “Mr. Reccek”, Page 2 under roll call for both motions change “Mr. Keick” to “Mr. Keich”

Motion by Mr. Gress, Second by Mr. Corcoran to approve the minutes dated December 21, 2021 as corrected.

Roll Call 7-0 Motion Approved.

8. Financial Report

Mr. Corcoran said the board packet included the treasurer’s report. He said the year-to-date report includes the full 12 months of 2021. He said the revenues are in line with expectations. Also, he noted that the operating costs are almost exactly in line with the budget. Mr. Corcoran noted that the water main for the Quarter Mile Road replacement has been purchased and paid for but work on the project will not begin until the spring and summer of 2022. There has been preliminary spending for the Applebutter Road tank work. Mr. Corcoran noted that the spending for the Creekside project is less than anticipated due to the slower start on the project.

9. Agenda

A. Reorganization

The reorganization occurred at the beginning of the meeting.

B. Water Capital Charge Increase

Mr. Ross said since the Water Capital Charge was put into place it has remained at \$6.00 a quarter for the water customers. Mr. Ross is proposing to the Board Members to raise the capital charge from \$6.00 to \$9.00 per quarter. This will allow the Authority to build up our water reserves. This money is put into a separate fund which is Fund 5. Mr. Ross noted that some of Fund 5 has been drawn down for use for the Steel City tank work. The capital charge funds will also be used for the Applebutter Road tank work. This capital charge will build up water reserve funds for capital projects and for emergencies. It was noted that the Authority has seen the water portion of fund 1 borrowing from the sewer

portion of fund 1. The borrowing of funds is all internal between Authority funds. The water amount borrowed is being paid back to the sewer portion of the fund. Mr. Ross said the capital charge increase will take place for the May billing as that goes along with the water usage for the first quarter of 2022. Mr. Ross said he will send out notification to the water customers of the increase. The Board Members agreed with the increase of the water capital charge.

Mr. Anderson noted that it is important to send out a letter to the customers letting them know of the increase. The Board Members agreed.

Mr. Davis wanted to have an idea of what the letter will look like and said he hopes the letter will make it clear that our intentions are to build up an emergency fund. Mr. Ross said he will explain in the letter the need for the increase of the capital charge, so that the Authority has an emergency fund and funds for any repairs or upgrades to the system.

The Board Members then made a motion to approve the water capital charge increase.

Motion by Mr. Anderson, Second by Mr. Corcoran to approve the water capital charge increase from \$6.00 to \$9.00 a quarter starting in May of 2022.

Roll Call 7-0 Motion Approved.

C. Energy Transmission Contract

Mr. Ross said he would like to table this agenda item. He said he has no updates from Kinect Direct Energy with their pricing and answers to his and Attorney Backenstoe's questions.

D. Creekside Update

Mr. Ross asked for Mr. Youst to update the Board Members on his work. Mr. Youst said the application was sent to the Township for their review of our plan for the Creekside pump station. Mr. Youst said the first meeting with the Township will be the planning commission meeting which will take place Jan. 27th. If this meeting goes well then, we will present to the Lower Saucon Township Council at their meeting on Feb. 16th. Mr. Youst said he has prepared but not yet submitted the dimensional variance application. The dimensional variance application will be submitted to the township by the end of January. After we submit the application, he is hoping to be on the Lower Saucon Township zoning agenda for their meeting Feb. 28th. Mr. Youst said he and Attorney Backestoe will meet this week to finalize everything for their presentation for the Township planning commission meeting Jan. 27th. Mr. Youst said that Attorney Backenstoe is coordinating with Mr. Wilt who owns the adjacent properties so he can attend the meeting and express that he is in favor and his willingness to allow the Authority to have the Creekside pump

station at this location. Mr. Wilt has noted in the past that he supports the Creekside pump station project.

Mr. Youst said he is staying in touch with the engineer working for the county on the Meadows Road bridge project. Mr. Youst said the last information he received from them a few days ago was that PennDOT is in the process of contractor selection for the work on the bridge project and demolition. Once they have a contractor, they will do tests to try to determine the exact location of the Authority's water main and capped sewer main. They will do this to determine the conflict there may be with the Authority lines. Mr. Youst said if the Authority must relocate our lines there will be additional right of way or easement required. The Authority water line is likely to conflict with the bridge demolition and redesign.

Mr. Ross said he updated the Creekside spreadsheet with the project schedule now that we have meeting dates set up to present to Lower Saucon Township.

Attorney Backenstoe noted that he has been working with Mr. Youst to prepare for the meetings with Lower Saucon Township.

E. COVID-19 Policy and Protocol

Mr. Ross went over the updates of the COVID-19 policy with the Board Members. He asked the Board Members if they had any questions about the policy. There was some discussion between the Board Members. The Board Members had a few minor changes to the policy, and they all agreed upon the changes.

Motion by Mr. Davis, Second by Mr. Gress to adopt the Authority COVID-19 policy and protocol with the change of on page 2 anywhere where it says 10 days it will now say to follow the current CDC guidelines.

Roll Call 7-0 Motion Approved.

10. Citizen Non-Agenda Items

None.

11. Reports

A. Attorney

Attorney Backenstoe thanked the Board Members for his reappointment as Authority solicitor for the year 2022. He said he is working with Mr. Youst regarding the Creekside project. He said Mr. Youst did an excellent job getting the presentations together for the

township. Also, he said he worked with Mr. Ross regarding the Mun-Link contract. In addition, Attorney Backenstoe noted that he is working on the Energy Transmission Contract and had some questions for them and is waiting to hear back from them.

B. Engineer

Mr. Youst said he appreciates the Board Members reappointing him as engineer for the Authority for 2022. In addition, to the Creekside work he has been communicating with the Authority staff to get the data he needs for his work on the annual chapter 94 sewer report.

Mr. Youst also noted he is working on the specifications for the Applebutter Road tank work since he has the DEP permit. He will then begin getting the bid ready to go out.

After the Chapter 94 report the work on the annual water report will begin.

C. Administrator

Mr. Ross said he included the year end data for the Invoice Cloud payment program in the board packet. He said the number of payments almost doubled since we implemented the program in 2020. Also, the number of revenues more than doubled.

Mr. Ross said in the budget we had budgeted \$4,000.00 for a new computer for operations. He said he had GeeksHD spec out a computer for Mr. Reccek. Mr. Ross said he went to Costars and received a quote on the Dell computer which was specked out by GeeksHD and the price of the computer with Costars is \$1,511.23. Mr. Ross would like to have the Board Members approve purchasing the computer.

Motion by Mr. Gress, Second by Mr. Smith to approve the \$1,511.23 purchase thru Costars for the new computer for Bill Reccek.

Roll Call 7-0 Motion Approved.

Mr. Ross noted to the Board Members that one of the crew members will be leaving the Authority for another job. It was determined that the crew position will not be replaced right away. Mr. Ross said he would like to begin the hiring process of a new crew member in the spring.

D. Chairperson

Mr. Gress had nothing to report.

E. Members

No members had anything to report.

12. Adjournment

Upon motion by Mr. Corcoran, Second by Mr. Werner the January 18, 2022 Board Meeting adjourned at 7:33 P.M.

Respectfully Submitted,

Emily Kerchner
Recording Secretary