

**LOWER SAUCON AUTHORITY
MINUTES OF MEETING
JUNE 21, 2022**

1. Call to Order

Mr. Gress called the meeting to order at 6:34 P.M.

2. Roll Call

Present were Mr. Gress, Chairman; Mr. Anderson, Vice Chairman; Mr. Werner, Secretary; Mr. Corcoran, Treasurer; Mr. Davis, Member; Mr. Ross, Administrator; Ms. Fetzner, Assistant Administrator; Mrs. Kercher, Secretary; Mr. Backenstoe, Attorney (Mr. Smith, Mr. Keich, Mr. Carocci, Mr. Reccek were not present, and Mr. Youst joined the meeting during the lead and copper update because the zoom link was not working).

3. Citizen Agenda Items

None.

4. Minutes

Motion by Mr. Anderson, Second by Mr. Werner to approve the minutes dated May 17, 2022 as presented.

Roll Call 5-0 Motion Approved. (Mr. Smith and Mr. Keich were not present).

5. Financial Report

Mr. Corcoran reviewed the year-to-date treasurer's report. He said the revenues are less than operating costs. He said for the project activity we have had spending for the Applebutter Road tank, Sunderland Drive and Quarter Mile Road and Woodland Drive. Mr. Ross said he was starting the process of ordering water meters for our yearly water meter replacement of about one hundred meters and the price for the water meters have increased. Mr. Ross also noted that he talked to our representative from L/B Water, and he said that it is taking about eight to nine months to fulfill orders for water pipe. Mr. Ross said he would like to put next year's project out to bid in August and award the bid at the September meeting to ensure enough time to receive the pipe to be able to start the construction on time which would be around the spring and summer.

6. Agenda

A. Summer Hours

Mr. Ross said the summer hours are working out well. He said the field crew choose to work four 10-hour days. He said the 10-hour days allow for more work to be completed without setting up and cleaning up the work area as soon. Mr. Ross noted that the crew is moving along well with the main replacements and have about seven pieces of pipe left to replace. Mr. Ross said the office staff decided to go with closing the office at 1:30 P.M. on Fridays rather than alternating Fridays off. Mr. Ross said he appreciated the opportunity for the option of the summer hours.

B. Cobble Creek Sidewalk

Mr. Ross said we received the quote from Hillegass Contracting for the repairs to the Cobble Creek sidewalk. The quote for the repairs came in at \$1,975.00. Hillegass said that he would do the repairs on one of the upcoming Fridays. Mr. Ross said he contacted the Cobble Creek Homeowners Association and told them that the sidewalk repairs are scheduled for an upcoming Friday.

The Board Members then made a motion to approve the amount for the Cobble Creek sidewalk repairs.

Motion by Mr. Gress, Second by Mr. Davis to approve Hillegass Contracting to repair the sidewalk on Skibo Road in the amount of \$1,975.00.

Roll Call 5-0 Motion Approved. (Mr. Smith and Mr. Keich were not present).

C. Lead and Copper Testing

Mr. Ross said we are required by the DEP to complete lead and copper testing every three years. We have twenty residents take a water sample and have the lab pick up the samples and test for lead and copper. Mr. Ross said we send out letters a few weeks before the testing date to the customers who have tested in the past and wait to hear back from them as to whether they can participate in the testing. Mr. Ross said the letters were sent out in the mail today. The bottles will be dropped off July 18th and the samples will be picked up 19th. Mr. Gress asked if there is a significant cost for the testing. Mr. Ross said the testing costs are in line with the regular monthly water testing.

Mr. Youst joined the meeting via zoom.

D. Muni Link

Mr. Ross said we have begun the transition from Haris to Muni-Link which will be the new billing program for the Authority. Mr. Ross said it has been far from a smooth transition

and we have had numerous phone calls and training sessions with Muni-Link. The issue the Authority has with Muni-Link is if their program will work with the way the Authority does our billing. After going back and forth Mr. Ross said he received a call from the president of Muni-Link today and he said he will do whatever is necessary to make the program work for the Authority. He will set up a phone call to discuss the issues the Authority has, and they will see how we can move forward. Mr. Ross said we were ready at one point to terminate the contract with Muni-Link. Mr. Ross then reviewed with the Board Members the billing timeline problem we have with Muni-Link. Mr. Ross also noted that Muni-Link had mentioned that if the Authority continues with the way we want to bill our customers we would have to sign an agreement saying that they do not recommend using their program that way. Mr. Ross said he will update the Board Members on the progress of the transition. Mr. Ross said he is hopeful and optimistic that that everything will work out with Muni-Link.

E. Creekside Update

Mr. Ross asked for Mr. Youst to provide his update regarding this project. Mr. Youst said Mr. Ross included an update in the board packet. Mr. Youst said the county bridge designer now told us that the excavation for the foundation of the bridge will be dangerously close to the Authority water main. The Authority will have to relocate both our sewer main and water main. Mr. Youst said we knew that the bridge would be encroaching on the force main but now it will include the water main. The Authority will have to relocate both lines. The work that now must be completed will require additional DEP permitting. Mr. Youst said he has his survey team and environmental team working on the additional permitting requirements. He said we will need two easements one at the Meadows catering property and one at a property of a nearby resident. This work area will be added to the scope for the permit work.

Mr. Youst said it has been a bit of a challenge for him to set Hanover Engineering up as the consultant for the Authority with PennDOT. These costs for the relocation of the lines will be reimbursable to the Authority since the county is requiring our lines to be moved. Mr. Ross asked if the additional work puts our timeline of December 2022 in jeopardy. Mr. Youst said it is making this a tighter target. Mr. Youst said he will let Mr. Ross know when he finds out more about the construction timeline window that the work is allowed to be completed.

Mr. Corcoran asked about the additional costs from Hanover Engineering for the line relocation and how they are tracked and how and when they will be reimbursed. Mr. Ross said he will include additional line items for the utility relocation to the monthly Creekside update handout. Mr. Youst said that Hanover Engineering is tracking this work separately and has a separate project name for billing purposes. It was decided for Mr. Ross to contact PennDOT to obtain some information about how the costs will be reimbursed and the steps

required for that process. Mr. Ross said if needed we can get a small loan to pay for the additional work.

Mr. Gress asked where we are with the purchasing of the land with the billboard. Attorney Backenstoe said he called the title agent, and they are beginning the process. Attorney Backenstoe feels the closing should take place next month.

Mr. Youst also noted that he submitted the annual water report to the City of Bethlehem.

F. LSA Liens

Mr. Ross said that last month the Board Members asked about the liens the Authority has on properties. Mr. Ross and Ms. Fetzer gave an update, and the Board Members asked a few questions. Mr. Ross reviewed the liens with the Board Members. Attorney Backenstoe gave a review of the different options of how to resolve the liens with the customers and how the Authority can get the funds that are due to them. The Board Members then agreed that we need to take care of the people who have liens, and we need to develop some sort of policy the Authority can have regarding liens and receiving payment from lien customers. Mr. Ross said he will see what additional information he can provide the Board Members for the next meeting.

7. Citizen Non- Agenda Items

None.

8. Reports

A. Attorney

Attorney Backenstoe said there is a project located in both Lower Saucon and Upper Saucon called Saucon Overlook Estates. This is a development where eleven homes are in Lower Saucon, and six homes are in Upper Saucon. Attorney Backenstoe said he received a call from the solicitor from Upper Saucon Township regarding this development. The Solicitor from Upper Saucon would like a will serve letter from the Authority stating that the Authority will supply water to all the homes in the development. It was determined earlier that Upper Saucon is unable to supply water service to the homes in their portion of the development and Lower Saucon Authority agreed to supplying the water service to the entire development. The solicitor for Upper Saucon was asking for a will serve letter from the Authority that we will serve the houses in Upper Saucon. Attorney Backenstoe would like a motion from the Board Members to allow him to send a will serve letter to Upper Saucon confirming that LSA will serve water to all the homes in the development including the six homes that fall in Upper Saucon.

Motion by Mr. Corcoran, Second by Mr. Werner to authorize Attorney Backenstoe to send a letter to the solicitor for Upper Saucon confirming our willingness to serve water to the homes for the Saucon Overlook Estates.

Roll Call 5-0 Motion Approved. (Mr. Smith and Mr. Keich were not present).

B. Engineer

Mr. Youst had nothing further to report than his earlier update.

C. Administrator

Mr. Ross said our new crew member is working out well.

Mr. Ross said his HR class is going well and he has learned a lot of information from the classes. Mr. Ross said he talked to the instructor about the Authority handbook and the instructor will give his opinion about our handbook and his recommendation for updates and or changes to the handbook.

D. Chairman

Mr. Gress updated the Board Members about the fire on Black River Road that was discussed at the last meeting. Mr. Gress talked to the operators who were fighting the fire and he reviewed what happened to the Board Members and how the water flows in the system and the pressures required to fight the fire. Mr. Gress said the Lower Saucon Fire Department is looking into purchasing the adaptors to connect to the City of Bethlehem fire hydrants located in Lower Saucon Township.

E. Members

No members had anything to report.

9. Adjournment

Upon motion by Mr. Anderson, Second by Mr. Gress the June 21, 2022 Board Meeting adjourned at 7:49 P.M.

Respectfully Submitted,

Emily Kerchner
Recording Secretary

