

**LOWER SAUCON AUTHORITY  
MINUTES OF MEETING  
MARCH 15, 2023**

**1. Call to Order**

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

**2. Roll Call**

Present were Mr. Gress, Chairman; Mr. Werner, Secretary; Mr. Davis, Member; Mr. Keich, Member; Mr. Ross, Administrator; Ms. Fetzer, Assistant Administrator; Mrs. Kerchner, Secretary; Mr. Backenstoe, Attorney; (Mr. Corcoran, Mr. Smith, and Mr. Reccek were not present, Mr. Youst was present via zoom, Mr. Carocci arrived at 6:33 P.M. and Mr. Thakkar arrived at 6:40 P.M.).

**3. Citizen Agenda Items**

None.

**4. Minutes**

Motion by Mr. Gress, Second by Mr. Keich to approve the minutes dated February 21, 2023 as presented.

Roll Call 4-0 Motion Approved. (Mr. Corcoran and Mr. Smith were not present and Mr. Thakkar had not arrived yet).

**5. Financial Report**

Mr. Corcoran was not present. Mr. Gress noted that revenues will show in March based on customer payments.

**6. Agenda**

**A. Safety Glass**

Mr. Carocci arrived now at 6:33 P.M.

Mr. Ross gave the Board Members a handout showing the companies he contacted for quotes for the installation of the bulletproof glass for the front reception area of the Authority office. Mr. Ross said he contacted four companies to see if they would install

the glass and he said that Jack's Glass declined to bid and he did not end up receiving a bid from Alderfer glass or Mesko Glass. Mr. Ross said the only bid he received was from Hecktown Glass in the amount of \$1,125.00. Mr. Gress asked Mr. Ross for a summary of what Hecktown Glass had offered as their scope of work. Mr. Ross went and got the proposal summary submitted by Hecktown Glass and handed out a copy for the Board Members. Mr. Ross did mention that when Lower Saucon Township upgraded to bulletproof glass for their office they had their crew install the glass. Mr. Ross said that he asked Mr. Reccek if he and the Authority crew would be able to install the glass and Mr. Reccek said he and the crew would not be able to install the bulletproof glass. Mr. Reccek said that he and the crew are not trained to install the glass and it is very difficult to do and it takes a great deal of precision and expertise from a professional. Mr. Reccek said it would be best if a professional glass installation company would install the glass to make sure it is installed properly.

Mr. Keich mentioned if we should wait and try to receive more quotes from other companies or if we should use Hecktown Glass. Mr. Ross said he does not believe that he would be able to receive any more quotes from any other glass installation companies as it was difficult enough to get a response as it is now.

Mr. Carocci mentioned asking the township crew if they could install the glass for us since they installed their own bullet proof glass. It was then discussed about having Mr. Ross ask the township crew to see if they would be willing to help us out and install the glass for us. The Board Members then made a motion to approve the bid and include with the motion that Mr. Ross would first ask the township crew about installation.

Motion by Mr. Gress, Second by Mr. Werner to award the bid for the bulletproof glass installation to Hecktown Glass in the amount of \$1,125.00 with the understating that Mr. Ross will first ask the township public works department if they can install the glass.

Roll Call 4-0 Motion Approved. (Mr. Corcoran and Mr. Smith were not present and Mr. Thakkar had not arrived yet).

## **B. Employee Handbook**

Mr. Ross asked the Board Members if they had any further comments regarding the updated employee handbook. He said there were a few comments that were received earlier by email after the employee handbook update was emailed to the Board Members a few weeks ago. Mr. Gress had a few comments for some minor items to be looked at to make sure that they are accurate regarding current practices across the board with legality. Mr. Gress said that this is just to check legality and what the Authority is required to do since he is not sure of what the current standards are. Mr. Ross said he will contact the person who updated the handbook and ask him what his thoughts are on these few topics.

Mr. Werner then had a few minor suggestions for changes that could be made as well. His changes were more grammatical corrections to look at to make sure everything is worded correctly to avoid confusion as the handbook is being read.

### **C. Creekside Update**

Mr. Ross said a week ago he along with Attorney Backenstoe and Mr. Youst met with PennDOT, DEP and Benesch. Benesch is the contractor for the Meadows Road bridge. The meeting was initiated by the Authority regarding the reimbursement of the added costs since we must move our water and sewer lines because of the bridge location being adjusted. It was said that the direct costs to move the water and sewer lines would be reimbursed but pretty much only the direct costs. Mr. Ross told them that there is a great amount of additional costs the Authority will incur and has already incurred due to the bridge relocation. Mr. Ross told Mr. Benesch about the agreement the Authority has with Hellertown Borough Authority and the additional costs. They responded and said in so many words that anything beyond the line relocation movements they feel they are not responsible for. Mr. Ross then told them about the extra pumping of the waste and how that is an additional cost to the Authority. Mr. Ross said that the additional costs are going to affect our rate payers. Mr. Ross is going to send them a project outline that will include a timeline along with the additional costs incurred by the Authority from the bridge relocation. Mr. Ross said he will send the timeline to the Board Members first so they can review it before it is sent out. Mr. Ross said that at this time during the meeting they became more receptive about the reimbursement.

Mr. Werner wanted to make sure that all the extra costs are included in the documents that will be sent to PennDOT, DEP and Benesch not just the cost for the extra pumping of waste. Mr. Ross said he will include all the extra costs.

Attorney Backenstoe then said that the board meeting should now move to an executive session for further discussion regarding this matter.

The meeting adjourned for an executive session for further discussion.

Motion by Mr. Gress, Second by Mr. Davis to enter an executive session at 7:00 P.M.

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

Mr. Davis left the meeting at 7:10 P.M. during the executive session.

The executive session adjourned at 7:15 P.M. after a brief discussion by the Board Members and the regular meeting reconvened.

Motion by Mr. Gress, Second by Mr. Keich to move out of the executive session.

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

Mr. Gress reviewed after the executive session that Mr. Ross will put together the packet for PennDOT and he will send it to the Board Members first for their review.

Mr. Youst said his office continues to work on the environmental permits and other necessary permits that are needed for the project. He said his plan is to submit the NPDES permit and the site plan to the township around the middle of April. Additionally, Mr. Youst said his mechanical and electrical subconsultant Lehigh Valley Engineering has indicated that they will provide a 60% review set of the electrical, building and generator package that they are working on by the end of next week. The goal would be to then take that information and submit that information to the precast company that is Costars registered. They will be able to get started on the process for getting together the two-step procurement proposal for the generator and the building. Then Lehigh Valley Engineering by April 27<sup>th</sup> will provide their final design and that would go to the building fabricator. The building fabricator would then finetune the information based on the final design and have back for the Authority's May board meeting the actual time and dollar proposal for the two phases of the procurement of the building and the generator. The first phase is the preparation of the shop drawings and the cost proposal for fabrication and phase two is the cost for supplying the generator and building. The Authority would commit to just phase one which are the shop drawings that way they are ready for when they are needed to begin the fabrication process right away. This would allow them to deliver the building and the generator about 3 to 4 months earlier and save some time. This schedule is set up with the consultant. Mr. Youst said he has been working on making some final evaluations on the wet well and pump configuration. He is coordinating with the pump supplier the Authority has used in the past for the Skibo Road pumps.

Also, Mr. Youst said he will be assisting Mr. Ross with the narrative that will be submitted to PennDOT which will include the additional costs and how the bridge has impacted the Authority and our project and the timeline.

Mr. Youst noted that he has begun to check the availability of pipe to see if there are any delays for the supply line for the specific pipe the Authority will need for this project. He said if there is a delay for getting the pipe, they can consider doing what we are doing for the building and generator such as a procurement bid. The Authority would purchase the pipe ahead of time, so it is ready for the contractor right away when they are ready to begin work.

Mr. Carocci was glad to hear this about doing all that we can to get ahead to avoid any delays.

Mr. Werner asked if there is any reason not to purchase the pipe ahead of time. Mr. Youst said it is customary to have the contractor supply the pipe, so they are responsible for the pipe and if anything were to happen to the pipe. Procuring it in order to save time for the deadline is something to consider. It was then determined that Mr. Youst will have more information for the next board meeting regarding the risks for the Authority purchasing the pipe with a procurement bid.

Mr. Keich said that we had discussed in the last meeting the generator delay being about a 14-month delivery item. He said we discussed the possibility of moving that up and ordering it earlier to reduce the time. Mr. Gress reminded us that at the May meeting we will have the shop drawings and we will know what generator is needed.

Mr. Keich said at the board meetings he would like to see some kind of timeline as to where we are with the project. He would like to see a work breakdown schedule like what was handed out at the last meeting if possible. He said just to list the most important few items in a timeline to see where we are.

Mr. Thakkar said that Mr. Youst will be getting us the shop drawing cost. Mr. Youst said the cost of the shop drawings will be given at the May board meeting. Mr. Youst said he will have phase one and phase two costs for the May board meeting. He will see if they can give a ballpark figure of what the shop drawings will cost for the April meeting, but he does not feel they will commit to this until after they have the final designs which will not be ready until about April 27<sup>th</sup>.

Mr. Ross said we received the appraisals back for the two properties. One is for the Murray property on the north side of the creek and the other is for the L&P Real Estate Holdings, LLC property on the south side of the creek. Mr. Ross said the L&P Real Estate property has a sale pending to be sold towards the end of March or early April. The easement values for the L&P Real Estate Holdings LLC property is \$3,000.00 and the Murray property is \$1,400.00.

Mr. Gress said that we can approach the Murrays to try and acquire that easement. He did ask about what should be done for the L&P Real Estate Holding, LLC property. Attorney Backenstoe said we had discussions with the current owner of the L&P Real Estate property. We must then contact the new owner and hope they are receptive. Mr. Ross said he will contact the current owner of the L&P Real Estate property and see if they will let him know who is purchasing the property.

## **7. Citizen Non-Agenda Items**

None.

## **8. Reports**

### **A. Attorney**

Attorney Backenstoe had nothing further to report.

### **B. Engineer**

Mr. Youst had nothing further to report.

### **C. Administrator**

Mr. Ross said that in the past he had discussed PFAS and that the EPA might come out with minimum contamination levels (MCLs). He said on Monday the EPA put forward the new recommended MCLs. He said the MCLs came in very low. The new level is 4 parts per trillion for both PFOA and PFOS. These are in the water and there is nothing that can be done about them. Mr. Ross said this is just the new recommended levels and they have not been adopted yet. Mr. Ross said he spoke with someone from PMAA and they said they are in the process of putting together comments regarding the new recommendations to submit. Mr. Ross said he wanted to make the Board Members aware of this and noted that it will create problems down the line. There will be significant costs with trying to reach the level they will be requiring.

Mr. Thakkar asked if we know what the levels are now, and Mr. Ross said we do not.

Mr. Youst said the good thing for the Authority is that we are a consecutive reseller of potable water. The City of Bethlehem is the supplier for the Authority. As a public water supplier, they are required to provide water that meets the regulatory requirements. If the City of Bethlehem meets the requirements sending the water to our metered points of connection, then the Authority should not have anything that would cause the levels of the PFOS to increase beyond what the city is delivering the water to the Authority with. Mr. Youst said as a supplier we may be required to do our own testing. Mr. Ross noted that the Authority would most likely be responsible for a portion of the costs the city would pass along to us for the additional requirements they must follow.

Mr. Ross said he got together with Mr. Davis to discuss ideas for getting the Authority's name and what we do out to the community. Mr. Davis said about getting more educational programs out to the school. Mr. Ross told him about the Lehigh Valley Water Suppliers and the scholarship they have and about the hydromania day for kids to have activities to learn about water and the environment. Mr. Ross and Mr. Davis made Saucon Valley School District aware of the scholarship and the hydromania day.

Additionally, Mr. Ross said he put the results of the lost water on the website and Facebook and had some positive comments.

**D. Chairman**

Mr. Gress had nothing to report.

**E. Members**

No Members had anything to report.

**9. Adjournment**

Upon Motion by Mr. Werner and agreement by the Board Members the March 15, 2023 Board Meeting adjourned at 7:50 P.M.

Respectfully Submitted,

Emily Kerchner  
Recording Secretary

