

**LOWER SAUCON AUTHORITY
MINUTES OF MEETING
NOVEMBER 15, 2022**

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. Anderson 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. Smith, Mr. Davis, Mr. Carocci, and Mr. Reccek were not present and Mr. Youst was present via zoom).

3. Citizen Agenda Items

None.

4. Minutes

Page 4 paragraph 6 line 4 change “with safety glass” to “with bulletproof glass”, Page 4 paragraph 6 line 4 change “Also, Mr. Ross said he is going to at getting a security” to “Also, Mr. Ross said he is going to look into getting a security”

Motion by Mr. Gress, Second by Mr. Anderson to approve the minutes dated October 26, 2022 as corrected.

Roll Call 4-0-1 Motion Approved. (Mr. Smith and Mr. Davis were not present and Mr. Keich abstained).

5. Financial Report

Mr. Corcoran said for the year-to-date treasurer’s report there is nothing that stands out. He said it was a light month for the revenues and expenses. Also, he noted there was not a great deal of project expenditures. He said the contract expenses are a bit higher because of the overlapping of the billing software contracts until we are set up with the new billing software. The Applebutter Road project was higher than budgeted because of the price increases with inflation that occurred after the project was budgeted. Mr. Corcoran noted that the developer for the Saucon Overlook development has an escrow account set up and money is being drawn out. Mr. Gress asked what repairs were completed on the truck. Mr. Ross said the repairs were dealing with the engine block and we got it repaired and not replaced since we will be replacing this truck next year.

6. Agenda

A. Creekside Update

Mr. Youst said most of the work in the past weeks has been putting together an update to the budget for the project for Mr. Ross to us in the application for the grant funding. He said he is almost finished with that but has a few items to add. He is at about \$2,226,000. Mr. Youst said next, he is going to get the information over to a contractor to get an estimate from them on what the work will cost. This is all needed for the grant application. Mr. Youst said from the state we have the authorization to move forward to determine what we need as far as right of way and to prepare the environmental permits. We do not have their blessing to move forward to start attempting to acquire the rights of way from the private property owners or to submit any applications for permits yet. Mr. Youst said he will stay in contact with everyone. We are waiting to see when the state approves the bridge design by the county. He said we may have to negotiate with the two private property owners. Mr. Youst said he heard that it is not going well with the township acquiring the Meadows property. If the township would acquire this property, the Authority was going to ask the township if we could utilize the land. Mr. Youst then suggested the possibility of advanced procurement contracting particularly for the water main. This is because of the delay in receiving materials due to the ongoing supply chain issues. This would be a procurement bid. This will help prevent a delay in the project waiting for materials to arrive. Mr. Youst said he will discuss this with Mr. Ross and Mr. Reccek to see if this can be done.

Mr. Ross said the grant package is due December 21st. He said along with the grant package he will need a resolution from the board in support of the grant. Mr. Ross said that since the next board meeting is not until December 20th he would like to change the meeting date to ensure enough time to have the resolution and submit the grant application. The resolution cannot be made tonight because it must have the specific project cost total for the grant package. The Board Members agreed on a new meeting date of December 12th.

Motion by Mr. Gress, Second by Mr. Keich to change the December 20, 2022 6:30 P.M. board meeting to December 12, 2022 at 6:30 P.M. and advertise the change to the meeting date.

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

Mr. Ross noted that he will get letters of support from our local representatives to include with the grant application.

Mr. Gress asked if Mr. Ross met with the grant writer. Mr. Ross said he had a meeting with the grant writer, and the grant writer feels confident that we should be in a good position to be awarded the grant. Mr. Ross said the grant is a 50% match of the project cost.

B. 2023 Budget

Mr. Ross said he appreciated the feedback he received from the Board Members regarding the budget. Mr. Ross said based upon the feedback he received from the Board Members he said it is a good idea to maintain the \$3.00 a quarter water capital charge increase and to hold off on the sewer rate increase. He suggested the possibility of pushing back the sewer rate increase a year to 2024. Mr. Ross said the capital charge funds could be used a few years down the road with his idea of the Authority putting a water tank on South Mountain. Mr. Ross then explained his plan and how the tank would benefit the Authority's water system. Mr. Ross also noted that we have drawn from the capital funds for the work on our two water tanks in the past two years. There was a brief discussion about raising the sewer rate until we have the final cost for the Creekside project. The Board Members then agreed to wait until the Creekside sewer project is completed until they determine if they want to increase the sewer rate and what the amount will be.

The Board Members then went into the salary discussion.

Mr. Ross then asked the Board Members if they had any questions regarding the budget. Mr. Ross said he will make the changes to the budget and have an updated budget handout for the December meeting.

7. Citizen Non- Agenda Items

None.

8. Reports

A. Attorney

Attorney Backenstoe said he has been working with Mr. Ross and Mr. Youst this past month.

B. Engineer

Mr. Youst said he got back to the designers and the construction manager for the Saucon Overlook project with the finalized agreement for the water extension that Attorney Backenstoe prepared. He said his office confirmed the final drawings and wrapped up the agreements and set them out.

C. Administrator

Mr. Ross said he put in a purchase order for PLGIT to move Fund 3 and Fund 4 there with a rate of return of 5.19%. He said he was asked to resubmit the paperwork and it is possible that the rate of return may increase with the paperwork being submitted a few days later. He said he will let the Board Members know if the rate increases.

Mr. Gress said he saw that Mr. Ross signed the energy contract for the Authority to receive a reduced rate on our electric bills. He asked how long the contract is for and Mr. Ross said the contract is for three years.

Mr. Ross said the water usage handout was included in the packet and said the water loss is very low. He said Mr. Reccek does a great job looking at the daily flows and he and the crew then locate and fix any leaks they may find.

D. Chairman

Mr. Gress had nothing to report.

E. Members

Mr. Anderson said that December will be his last meeting and he will be leaving the board. He said he will be available if Mr. Ross needs him for any reason. The Board Members thanked Mr. Anderson for his many years of service.

9. Adjournment

Upon motion by Mr. Gress, and Second by Mr. Corcoran the November 15, 2022 Board Meeting adjourned at 7:35 P.M.

Respectfully Submitted,

Emily Kerchner
Recording Secretary