

**LOWER SAUCON AUTHORITY
MINUTES OF MEETING
JUNE 18, 2024**

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. Keich, Secretary; Mr. Corcoran, Treasurer; Mr. Yanchuk, Member; Mr. Ross, Administrator; Ms. Fetzer, Assistant Administrator; Mrs. Kerchner, Secretary; Mr. Backenstoe, Attorney; Mr. Youst, Engineer; (Mr. Smith, Mr. Davis, Mr. Thakkar and Mr. Reccek were not present and Ms. Opthof-Cordaro, Council Liaison arrived at 6:35 P.M.).

3. Citizen Agenda Items

None.

4. Minutes

Page 1 agenda item A line 3 change “Mr. Davis” to “Mr. Keich”

Motion by Mr. Gress, Second by Mr. Keich to approve the minutes dated May 21, 2024 as corrected.

Roll Call 1-0-3 Motion Approved. (Mr. Corcoran, Mr. Keich and Mr. Yanchuk abstained and Mr. Smith, Mr. Davis and Mr. Thakkar were not present).

5. Financial Report

Mr. Corcoran asked about the new document included in the financial package. Ms. Fetzer said the payroll information is always included in the financial package this is just a new format since we switched to ADP. Mr. Corcoran reviewed highlights of the treasurer’s report. Mr. Corcoran said if you back out the Creekside and Meadows Road bridge project expenditures, we are at a positive cash flow for May. He said a portion of the costs for the project will be recovered with the grant and the reimbursement from PennDOT and the county.

Mr. Gress asked Mr. Ross if he submitted any bills for reimbursement and Mr. Ross said we are so close to the end that he said he wanted to wait until the end of the Meadows Road utilities portion of the project to submit the invoices.

6. Agenda

A. Resolution 2024-3: Increase the Water Capital Charge

Mr. Ross said that when we completed the budget for 2024 it was decided to raise the sewer rate from \$90.00 a quarter to \$105.00 a quarter and the water capital charge from \$6.00 a quarter to \$9.00 a quarter. Mr. Ross said we took care of the sewer rate with a resolution but have not made a resolution for the capital charge increase.

The Board members then made a motion for the capital charge resolution.

Motion by Mr. Corcoran, Second by Mr. Keich to pass resolution 2024-3 to increase the capital charge from \$6.00 a quarter to \$9.00 a quarter effective April 1, 2024.

Roll Call 4-0 Motion Approved. (Mr. Smith, Mr. Davis and Mr. Thakkar were not present).

B. Generator and Pump House Building

Mr. Youst said he has been working back and forth with M&W Precast regarding Hanover Engineering and LSA trying to get the updated shop drawings based on the comments he gave them with changes that need to be made. There is information that M&W Precast receives from an electrical contractor which is part of the delay in receiving the updated shop drawings. Mr. Youst has had communications with M&W Precast letting them know the need for the updates to the shop drawings to be completed right away. Mr. Youst drafted a letter for Mr. Ross to send to M&W Precast to authorize phase 2 of the contract which is the fabrication of the generator building and the generator. Mr. Ross said he emailed the letter as well as mailed the letter out on Monday June 17th. Mr. Youst said the price is fixed through December of 2023 for the cost of the generator and the building, but we are waiting for the updated shop drawings which is causing the delay. Mr. Youst said he was told a month ago that there would not be a price increase for the building or the generator. Mr. Youst said the letter was sent out to authorize phase 2 of the contract to begin fabrication of the generator building and the generator.

Ms. Opthof-Cordaro, the Council Liaison, asked if Attorney Backenstoe is needed for the communications with M&W Precast at this time. It was determined that Mr. Youst has a good handle on the communications with M&W Precast and does not need assistance from Attorney Backenstoe now.

C. Creekside Update

Mr. Youst then went over a review of how the construction of the Meadows Road bridge portion of the project is progressing. He went over the progress of the project and used a drawing of the plans to help show the location of the work that is completed. Mr. Youst said even with the issues that occurred during the construction so far, we are moving along well, and he noted that the contractor doing the work is a good contractor.

Mr. Ross noted that we have made two payments so far to the contractor, Barrasso Excavation, which amount to just under 50% of the total cost.

Mr. Corcoran wanted to make sure he had his information correct that Hanover Engineering had a field observer at the project site observing the construction. Mr. Youst said yes there has been a field observer at the project site since construction began.

Mr. Ross then noted that the owner of the Meadows catering property said he wants to hook up to the sewer service once we are up and operational. It was noted that where he would have to connect to the sewer it would be right at the force main where there is a high amount of pressure. There will be a great deal of engineering involved for them to hook up to the sewer system. Mr. Youst said he has been doing research and checking with other engineers to see if they would be interested in this project as he is not allowed to engineer this as he is part of Hanover Engineering, and they are the engineers for the Authority and Lower Saucon Township. Mr. Youst said there is one company that is interested, and he gave them background information and asked them if they want him to send their information to the owners of the Meadows.

Mr. Keich then asked what the Lower Saucon Township drainage permit is and said that the schedule indicated that we were supposed to have that in March of 2024. Mr. Youst said his team at Hanover is working on the updates that were asked of from the township.

Mr. Keich also asked about awarding the bid for the pump station contract which was on the schedule to be awarded in July of 2024. Mr. Youst said he will be putting this out to bid the fall of 2024 as the work for this cannot be started until the spring of 2025. Mr. Youst said he does not want to bid the project out too early as it may be difficult to get bidders now for a project where the construction will not take place until the spring of 2025. Mr. Youst said the fall bid timeframe allows for enough time to get a head start for awarding the bid and getting all the necessary documents completed early enough to start construction work in the spring of 2025.

7. Citizen Non-Agenda Items

None.

8. Reports

A. Attorney

Attorney Backenstoe said he had nothing specific to report but noted that he assists Mr. Youst and Mr. Ross as needed.

B. Engineer

Mr. Youst said for informational purposes he has been contacted by the City of Bethlehem and they stated that they will be replacing their 2-million-gallon reservoir on south mountain. This tank is what feeds the Authority and Upper Saucon Township. The city will be constructing a new tank and then when that is up and operational they will demolish the old tank. Mr. Youst said the city is just now bidding out for design engineering, so the project is about 3 years out.

C. Administrator

Mr. Ross said we had a customer on 1973 Sanbrook Drive that had a blockage in their sewer cleanout. The customer spent \$1,009.31 on fixing the blockage and it turns out that the line was blocked on the Authority side. The LSA crew went out and repaired the blockage. Mr. Ross wanted to let the Board Members know that we are going to reimburse the customer for his expenses as this was the responsibility of the Authority to fix the blockage.

D. Chairman

Mr. Gress had nothing to report.

E. Members

No members had anything to report.

9. Adjournment

Upon motion by Mr. Gress, Second by Mr. Corcoran the June 18, 2024 Board Meeting adjourned at 7:55 P.M.

Respectfully Submitted,

Emily Kerchner
Recording Secretary