

**LOWER SAUCON AUTHORITY  
MINUTES OF MEETING  
JULY 16, 2024**

**1. Call to Order**

Mr. Gress called the meeting to order at 6:35 P.M.

**2. Roll Call**

Present were Mr. Gress, Chairman; Mr. Keich, Secretary; Mr. Corcoran, Treasurer; Mr. Ross, Administrator; Ms. Opthof-Cordaro, Council Liaison; Ms. Fetzer, Assistant Administrator; Mrs. Kerchner, Secretary; Mr. Backenstoe, Attorney; Mr. Youst, Engineer; (Mr. Smith, Mr. Davis, Mr. Yanchuk and Mr. Reccek were not present and Mr. Thakkar was present via zoom).

**3. Citizen Agenda Items**

None.

**4. Minutes**

Motion by Mr. Gress, Second by Mr. Corcoran to approve the minutes dated June 18, 2024 as presented.

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

**5. Financial Report**

Mr. Corcoran went over highlights of the year-to-date treasurer's report. He said the report shows six months of the year. He said we are doing well with our PLGIT investments. He noted that we are continuing to get deeper into the Creekside spending. Mr. Ross said the part of the project at Meadows Road is complete and noted that he is putting together the package for reimbursement. Mr. Ross said he is hoping to have the reimbursement package submitted by the end of next week. Mr. Corcoran said even after the project the Authority should be within the determined desired range of having 1-year of operating costs on hand.

Mr. Corcoran asked for an update on the grant. Mr. Ross said the grant funds will be for the pump station part of the project. The Authority has all the necessary documentation from the grant agency. Attorney Backenstoe reviewed the ARPA grant contract documents and determined the Authority will be compliant with the grant requirements.

## **6. Agenda**

### **A. UCMR5**

Mr. Ross said we are continuing with the quarterly water samples for the PFAS chemicals and lithium testing required by the DEP. Mr. Ross said the samples are sent to the DEP and tested. The samples are taken at one of the entry points to the system.

### **B. Generator and Pump House Building**

Mr. Youst said that Mr. Ross handed out a copy of the letter the Authority received from M&W Precast, LLC confirming their commitment to the delivery date of September 1, 2025, for the generator building. Mr. Youst said we are moving forward with phase 2 of the contract. The Authority will now pay for the cost of the bonding as well as the 50% deposit for the fabrication of the building. Mr. Youst said 50% of the building cost is \$175,000.00. The performance bond cost is \$10,680.00. The letter from M&W Precast, LLC confirming their commitment to the September 1, 2025, delivery date for the building now confirms that the construction bid date will be September of 2024.

Mr. Keich said we have been waiting for the shop drawings for quite some time now. The letter from M&W Precast stated that they will begin the shop drawings which are already complete. Mr. Keich felt the letter from M&W Precast, LLC was not professional.

Mr. Ross said he is looking for the Board Members to make a motion to make the payments to M&W Precast, LLC. Motion by Mr. Gress, Second by Mr. Keich to make a payment of \$10,680.00 for the bond and a payment of \$175,000.00 for 50% of the cost of the generator building to M&W Precast, LLC.

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

Mr. Gress asked what communications we will have with M&W Precast, LLC after the payments. Mr. Youst said there will be periodic updates about every six weeks that will include timeline updates.

### **C. Creekside Update**

Mr. Ross said the Meadows Road utilities portion of the project is complete. Mr. Youst said the construction was completed on Tuesday July 9<sup>th</sup>. He noted that we will be receiving the final payment application from the contractor around the end of this week. Mr. Youst said he is now preparing all close out documents for this portion of the project.

Mr. Youst said he is getting the documents ready to bid the construction contract out in September of 2024 for the pump station portion of the project. Mr. Youst then went over

the next steps for the project. Mr. Youst said the construction bid will be in September of 2024 and the bid will be opened and awarded in November of 2024. The notice to proceed will be in January of 2025. Mr. Youst noted that this will give the time needed for the pumps to be ordered.

Mr. Youst said the first milestone for the construction is for the foundation to be ready for the receipt of the generator building on or about September 1, 2025. The next milestone will be the force main being in the ground on or around December 31, 2025, so it is ready when needed to be connected to the pump station. The third milestone is demolition of the existing pump station on or around May 31, 2026. Lastly, the final payment to the contractor will be in June of 2026.

Mr. Gress asked for an update regarding the stormwater plans. Mr. Youst said the plans are completed and approved by the township engineer and ready for signatures from the chairman and the secretary tonight. The plans will then be sent back to the township.

There was a review of the Creekside expenditures update sheet. Mr. Corcoran then explained his concerns with certain figures on the document that may need to be corrected.

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

None.

## **8. Reports**

### **A. Attorney**

Attorney Backenstoe said he reviewed the APRA grant agreement documents to make sure the Authority will be compliant with the grant requirements. He noted that all is in order for the Authority to receive the grant funds.

### **B. Engineer**

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

### **C. Administrator**

Mr. Ross said the PLGIT fund 3 and fund 4 were rolled over for 90 days at 5.39%.

Also, Mr. Ross noted that the budget included funds for building security. Mr. Ross said since we added the bullet resistant glass at the front window, he would now like to upgrade a few of the wooden doors inside the building with more secure metal doors. Mr. Ross said

he will get quotes for the doors. The Board Members determined they will review the quotes and decide if they would like to upgrade the doors in the office.

Mr. Ross noted that the two new employees have obtained their CDL permits. The employees will receive their \$1.00/hr. raise for obtaining their CDL permit. Mr. Ross said he would like to have a CDL trainer for each crew member to train them to obtain their CDL license. Mr. Ross said that Upper Saucon uses these trainers for their crew members. The training will cost about \$1,500.00-\$2,000.00 per student. The Board Members agreed to the CDL trainer.

**D. Chairman**

Mr. Gress had nothing to report.

**E. Members**

Mr. Keich thanked Mr. Ross for his excellent job managing the Authority's PLGIT investments.

**9. Adjournment**

Upon motion by Mr. Gress and agreement by the Board Members the July 16, 2024 Board Meeting adjourned at 7:30 P.M.

Respectfully Submitted,

Emily Kerchner  
Recording Secretary