

**LOWER SAUCON AUTHORITY  
MINUTES OF MEETING  
SEPTEMBER 25, 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; Mrs. Kerchner, Secretary; Mr. Youst, Engineer;(Mr. Thakkar, Ms. Fetzer and Attorney Backenstoe were present via zoom. Mr. Smith and Ms. Opthof-Cordaro were not present and Mr. Davis arrived at 6:55 P.M.).

**3. Citizen Agenda Items**

None.

**4. Minutes**

Motion by Mr. Gress, Second by Mr. Corcoran to approve the minutes dated July 16, 2024 as presented.

Roll Call 5-0 Motion Approved. (Mr. Smith was not present and Mr. Davis had not arrived yet).

**5. Financial Report**

Mr. Corcoran said we are looking at the August 31<sup>st</sup> year-to-date figures. He said we are a good amount into the spending for the Meadows Road project. He noted that we will get reimbursed for a portion of the funds. Also, Mr. Corcoran noted that we should begin using Fund 3 and Fund 4 that are marked for this project. Mr. Ross said Fund 3 and Fund 4 PLGIT investments will come due October 8<sup>th</sup>, and we will determine then what we would like to do with the funds.

**6. Agenda**

**A. 2023 Audit**

Mr. Ross welcomed Ms. Cheri Freeh from MVA Tax & Advisors. Ms. Freeh said the audit went well. She noted that there were no difficulties with completing the audit. All the

information was provided to complete the audit. Ms. Freeh then reviewed a few highlights of the audit.

Mr. Davis arrived at 6:55 P.M.

The Board Members then made a motion to accept the 2023 audit.

Motion by Mr. Corcoran, Second by Mr. Keich to accept the 2023 audit from MVA Tax & Advisors.

Roll Call 6-0 Motion Approved. (Mr. Smith was not present.)

#### **B. 2025 Budget**

Mr. Ross handed out an article about the cost-of-living increase for 2025. He said more information will be out in October so we will discuss this more at the October board meeting. Mr. Ross said for the Authority employee raises he is looking at a 3.5% -4% increase.

#### **C. Q 2024 Water Usage**

Mr. Ross said our lost water percent was very low again last quarter. He said that Mr. Reccek and his crew are doing an excellent job checking for leaks with the leak detection equipment and monitoring the flows with the leak detection software.

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

Mr. Ross said the generator and pump house building have been ordered. We received confirmation that the generator and pump house will be delivered by September 1, 2025 which is when it is needed. Mr. Youst said he will continue communications with the supplier for progress updates.

#### **E. Meadows Road Utilities Project**

Mr. Youst said that on July 10<sup>th</sup> the bridge portion of the work was completed. Mr. Youst said it only took about 8 extra days for this portion of the project to be completed. The Board Members then made a motion to approve the final payment to Barrasso Excavating which includes the change orders of extra costs for some unforeseen rock removal and extra pavement restoration.

The Board Members then made a motion to approve the final payment to Barrasso Excavation which include change orders that make the final total paid to Barrasso

\$843,660.45 instead of the approved amount of \$804,752.50 for the Meadows Road utilities project.

Roll Call 6-0 Motion Approved. (Mr. Smith was not present.)

Mr. Youst said the advertisement of the bid for the Meadows Road pump station site construction contract was live on PennBid today. Mr. Youst then went over the bid timeline. He said all bids must be submitted by 3 P.M. on Thursday November 7<sup>th</sup>. He said the pre-bid meeting will take place at 10 A.M. on Tuesday October 15<sup>th</sup> at the Authority building. Also, the final bid questions must be submitted by Tuesday October 29<sup>th</sup>.

Mr. Keich asked about how many companies will submit bids for this project. Mr. Youst said there are about 6 potential companies that have looked at the bid so far today. He noted that he also let some other local companies know of the bid in case they did not see that it was posted.

Mr. Youst said the bid will not include the pump station pumps as that will be a procurement contract to order them separately. The only type of pumps that will work for the pump station are Smith and Loveless pumps that are sold by the distributor Hydra Numatic Sales Co. There are no other pumps that can be used. Ordering the pumps now through a procurement contract will ensure the Authority receives the pumps by the spring of 2025 when the construction begins. Attorney Backenstoe confirmed the Authority may pursue a procurement contract for the pumps because there is only one type of pump that can be used and only one supplier for our area.

The Board Members then made a motion for the procurement contract.

Motion by Mr. Gress, Second by Mr. Corcoran to approve the procurement contract in the amount of \$231,548.00 plus the cost of performance and payment bonds for 2 Smith and Loveless hydraulic pumps from Hydra Numatic Sales Co. with the understanding that the contract is reviewed and deemed in order by the Authority solicitor, engineer and administrator.

Roll Call 6-0 Motion Approved. (Mr. Smith was not present.)

Mr. Youst then proposed having the communication dialer set up between the Creekside pump station and the Skibo Road pump station. The pump stations will be able to communicate with each other. The Skibo Road pump station will communicate with the Creekside pump station and let Creekside know if they need to reduce the flows they are sending. There was some discussion about communication between the two stations and how that will be done and the units that will be needed. The Board Members then had a few questions for Mr. Youst to get answered regarding the communication system. The Board Members would like to know more about the phone communications, the computer

software and the contract that will be required for the communication system and computer software.

#### **F. Creekside Update**

Mr. Youst said he has the package ready to be submitted for the reimbursement for the Meadows Road bridge. He said the Authority staff did a great job supplying him with the reimbursable invoices. He said he created a spreadsheet for the Authority. He categorized the invoices for the Authority as required by the reimbursement contract. Mr. Youst said Ms. Fetzer then reviewed the spreadsheet and found a minor correction for one of the invoices that he then corrected.

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

None.

#### **8. Reports**

##### **A. Attorney**

Attorney Backenstoe had nothing specific to report. He said he helps Mr. Ross and Mr. Youst as needed.

##### **B. Engineer**

Mr. Youst had nothing further to report than his earlier updates regarding the Creekside project.

##### **C. Administrator**

Mr. Ross said there is a personnel matter he would like to discuss with the Board Members in an executive session.

Motion by Mr. Gress, Second by Mr. Corcoran to move into an Executive Session.  
Roll Call 6-0 Motion Approved. (Mr. Smith was not present.)

Meeting adjourned at 8:15 P.M. for an Executive Session to discuss a personnel matter.

Motion by Mr. Gress, Second by Mr. Davis to adjourn the Executive Session and reconvene the regular meeting at 8:25 P.M.

Roll Call 6-0 Motion Approved. (Mr. Smith was not present.)

Mr. Ross also noted that we had our DEP inspection and said that it went well.

**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 September 25, 2024 Board Meeting adjourned at 8:30 P.M.

Respectfully Submitted,

Emily Kerchner  
Recording Secretary

