

**LOWER SAUCON AUTHORITY  
MINUTES OF MEETING  
OCTOBER 30, 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. Smith, Vice Chairman; Mr. Keich, Secretary; Mr. Corcoran, Treasurer; Mr. Davis, Member; Mr. Youst, Engineer; Mr. Backenstoe, Attorney; Mr. Ross, Administrator; Ms. Fetzer, Assistant Administrator; Mr. Reccek, Operations Supervisor; Mrs. Kerchner, Secretary; Mr. Daniels, Foreman (Ms. Opthof-Cordaro arrived at 6:32 P.M. and Mr. Thakkar and Mr. Yanchuk were not present.)

**3. Citizen Agenda Items**

None.

**4. Minutes**

Motion by Mr. Gress, Second by Mr. Davis to approve the minutes dated September 25, 2024 as presented.

Roll Call 5-0 Motion Approved. (Mr. Thakkar and Mr. Yanchuk were not present).

**5. Financial Report**

Mr. Corcoran said the treasurer's report is on a cash basis. He said for September there was not a great amount of spending for the Creekside project. He noted if you look at the year-to-date figures there is a great deal of spending for the Creekside project. The Authority's strong cash balance will be reduced significantly after all the spending on the Creekside project is completed. Mr. Corcoran had a few questions regarding the Creekside project update sheet that tracks the spending for the project. It was determined that Mr. Ross will look at the sheet and make the necessary changes to have a more accurate representation of the amount of cash outflow for the project.

Mr. Ross said he submitted for just under 75% of the reimbursable expenses as that amount goes along with the requirements of the contract.

Mr. Keich asked about employee compensation because he thought the figures looked like we were about 15% over the budgeted amount. There was a brief discussion, and it was determined that there is a small amount of overtime that has been paid out along with how the pay periods fall that we are one pay period ahead.

## **6. Agenda**

### **A. Waiver Request – 1980 Springtown Hill Road**

Attorney Backenstoe said the owner of 1980 Springtown Hill Road never connected to the public water system. St. Luke's will be purchasing this property for a medical facility. St. Luke's is requesting a waiver to not have to hook up to water and or sewer service until such time of completing the facility.

The Board Members then made a motion to grant the waiver.

Upon motion by Mr. Gress, Second by Mr. Keich to grant a waiver for 1980 Springtown Hill Road for connection to water service.

Roll Call 5-0 Motion Approved. (Mr. Thakkar and Mr. Yanchuk were not present.)

### **B. H&I Strauss Avenue Reverse Subdivision Plan**

Mr. Youst said this is consolidating two parcels into 1 parcel. The projected usage is 1 EDU that is needed for sewer service. The Board Members then made the required motion.

Motion by Mr. Gress, Second by Mr. Corcoran that the Authority confirms the capacity for 1 EDU without creating an overload within the next 5 years for the H&I Subdivision for the parcels Q6SW3-3-6 and Q6SW3-3-7.

Roll Call 5-0 Motion Approved. (Mr. Thakkar and Mr. Yanchuk were not present.)

### **C. 2025 Budget**

Mr. Ross said everyone has a budget binder. Mr. Ross went over an overview of the salary structure and plan. Mr. Ross said he used a 4.5% increase across the board for each employee. Mr. Ross noted that there is a cap for the medical cost for the employees.

Mr. Ross then went over an overview of the 5 Year Capital Plan. He said the water main replacement project for 2025 will be Merryweather Drive. Mr. Ross said there are significant increases in the price of materials. Mr. Reccek went over the different material price increases.

Mr. Ross said we will purchase 100 water meters for the annual water meter replacements for aging water meters.

Mr. Ross said in 2026 we will be replacing the leak correlators. He said about waiting until 2026 to replace the leak correlators because the correlators will be updated that year.

Mr. Ross then reviewed the vehicle replacement schedule.

Mr. Corcoran was concerned with the 5 Year Capital Plan and all the projects that are included and what that will cost the Authority since we will use up a good portion of the Authority funds with the Creekside project.

Mr. Smith said about the figures for the water main replacements in future years we might need to factor in inflation since those figures are close to the 2025 figures.

Mr. Ross then went over the highlights of both the water and sewer budget.

Ms. Opthof-Cordaro noted about an apartment development on Old Philadelphia Pike that was brought forward for approval by the township.

Mr. Ross said if any of the Board Members have any questions regarding the budget, they should let him know and he can address them before the next board meeting.

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

Mr. Ross said we have signed a contract with M&W Precast for the pump station building. He said we are waiting for M&W Precast to send us the required performance bonds. The scheduled delivery date for the building is no later than September 1, 2025. Mr. Ross said he will follow up with M&W Precast about the bonds tomorrow.

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

Mr. Ross said we submitted just under 75% of the costs for reimbursement, which is in line with the 75% threshold in the reimbursement contract. Mr. Youst said he will prepare a document for the next meeting with an overview of the reimbursement figures.

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

Mr. Youst said we had the prebid meeting for the construction project for the pump station. Mr. Youst said 10 companies came to the meeting. Mr. Youst said out of the 10 companies at the meeting 6 could bid for this project and 4 could not bid as they are only suppliers and not contractors. Mr. Youst anticipates the Authority receiving about 4 bids for this project. The bids will be opened on Thursday November 7<sup>th</sup> at 3 P.M. Mr. Youst said he

answered a few questions from potential bidders. Mr. Youst noted that we will award the bid at the November meeting.

Mr. Youst went to Lower Saucon Township about the building permit for the pump station building and knows the next steps required by the township.

Mr. Youst noted that his staff is working on the renewal of the driveway permit and the NPDES permit.

Mr. Corcoran left the meeting at 8:30 P.M.

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

None.

## **8. Reports**

### **A. Attorney**

Attorney Backenstoe noted that he has been working with Mr. Ross and Mr. Youst as needed. He noted that he reviewed and asked for changes to be made to the Smith & Loveless pump supply proposal. The proposal is updated and now signed.

### **B. Engineer**

Mr. Youst reviewed the revised proposal from Hyda-Numatic Sales Co. The current proposal is for \$26,013.00. The proposal is for the communication equipment between the Creekside pump station and the Skibo Road pump station. A 3-year telecommunications subscription for \$4,800.00 is included in the total amount of the proposal. Mr. Youst then went over the terms of the payment. He said 15% will be required to be paid with the purchase order then the last 85% will be required to be paid with terms net 30 days after shipment of the equipment which will be coordinated to be shipped the same time as the Smith and Loveless pumps. Mr. Youst would like the Board Members to approve this proposal.

Mr. Youst went over a brief overview of how the communication system will work.

The Board Members then made a motion to approve the proposal from Hydra-Numatic Sales Co.

Motion by Mr. Gress, Second by Mr. Smith to approve the October 18, 2024 revised proposal from Hydra-Numatic Sales Co. for the communication equipment at Skibo Road

and Meadows Road pump station for a total price of \$26,013.00 which includes 3 years of telecommunication service that represents \$4,800.00 of the total package price.

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

**C. Administrator**

Mr. Ross said the board packet includes an updated list of the PLGIT accounts. Mr. Ross said Fund 3 and Fund 4 have been moved into PLGIT prime accounts so the money can be accessed when needed for the Creekside project.

Mr. Ross said we completed the 4<sup>th</sup> quarter of the UCMR5 testing this month.

Also, Mr. Ross said the documentation for the lead and copper rule revision was submitted.

**D. Chairman**

Mr. Gress said he attended the PMAA region 2/3 meeting with Mr. Ross, Jack and Erik. He said it was a nice experience. Mr. Ross noted that the PMAA conference will be held at the Wind Creek hotel in Bethlehem next year.

**E. Members**

No members had anything to report.

**9. Adjournment**

Upon motion by Mr. Gress, Second by Mr. Davis the October 30, 2024 Board Meeting adjourned at 8:50 P.M.

Respectfully Submitted,

Emily Kerchner  
Recording Secretary

