

**LOWER SAUCON AUTHORITY  
MINUTES OF MEETING  
NOVEMBER 19, 2024**

**1. Call to Order**

Mr. Gress called the meeting to order at 6:29 P.M.

**2. Roll Call**

Present were Mr. Gress, Chairman; Mr. Corcoran, Treasurer; Mr. Davis, Member; Mr. Yanchuk, Member; Mr. Youst, Engineer; Mr. Backenstoe, Attorney; Mr. Ross, Administrator; Mr. Reccek, Operations Supervisor; Mrs. Kerchner, Secretary; (Mr. Keich and Mr. Smith were not present and Ms. Fetzer was present via zoom; Ms. Opthof-Cordaro, Council Liaison arrived at 6:32 P.M., and Mr. Thakkar, Member; zoomed in at 6:40 P.M.)

**3. Citizen Agenda Items**

None.

**4. Minutes**

Motion by Mr. Gress, Second by Mr. Corcoran to approve the minutes dated October 30, 2024 as presented.

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

**5. Financial Report**

Mr. Corcoran said there was light spending last month regarding the Creekside project. He noted that the Authority will have an overall lower cash balance after the spending is completed for the project. He noted that the Authority will recover a portion of these funds with the reimbursable expenses and the grant. He said he will review this during the Creekside update.

**6. Agenda**

**A. Meadows Road Pump Station Bid**

Mr. Ross said the board packet includes a handout with the bid results. Mr. Ross said there were a total of 5 bids received. Mr. Ross said the lowest bidder was DOLI Construction in the amount of \$759,295. Mr. Ross found out information regarding DOLI Construction as

they are a lesser-known (to us) construction company. Mr. Ross and Mr. Youst checked up on DOLI Construction and they received favorable comments regarding DOLI Construction. Mr. Youst said the comments are from companies who have recently used DOLI Construction.

Mr. Youst noted that the difference between the lowest two bidders is around \$30,000.00 or just under. Mr. Youst recommends awarding the bid to DOLI Construction. Mr. Youst then reviewed the highlights of the differences in bid amounts for certain line items. The Board Members then made a motion to award the bid to DOLI Construction.

Mr. Thakkar zoomed in to the meeting now at 6:40 P.M.

Motion by Mr. Corcoran, Second by Mr. Gress to award the Meadows Road pump station construction contract bid to DOLI Construction in the amount of \$759,295.00 subject to review and approval of the granting authority.

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

## **B. 2025 Budget**

Mr. Ross reviewed the highlights of the minor updates to the budget. Mr. Ross then went over a review of the Creekside spending update sheet. Mr. Ross then reviewed the 5-year capital plan and said it includes small items such as exterior fencing for the yard, new carpeting for the office and new office furniture. Mr. Ross noted that we are replacing several doors at the office with new security doors in 2025. Mr. Corcoran said for the office furniture the Authority should consider how we are spending our funds compared to the functionality of the furniture since the Authority is funded by our customers.

Mr. Reccek noted that he updated the figures for the potential water main replacements for the future years.

The Board Members then decided to wait until the December meeting to approve the budget to wait for more Board Members to be present.

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

Mr. Ross said we received the bonds from M&W Precast. Mr. Corcoran asked about the pumps from Smith and Loveless and about how we will receive updates regarding the progress of them being made. Mr. Youst said he will stay in contact with Smith and Loveless to check on the progress.

#### **D. Security Doors for Building**

Mr. Ross said we budgeted \$15,000.00 for new security doors for the Authority building. Mr. Ross said we received a quote for new security doors from Kelly Bros of Center Valley. The quote amount for new security doors is \$17,098.86. Mr. Ross went over the doors that will be replaced. The Board Members then made a motion to approve the quote from Kelly Bros for the new doors.

Motion by Mr. Gress, Second by Mr. Davis to approve the security door quote from Kelly Bros. in the amount of \$17,098.86.

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

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

Mr. Ross said we submitted for approximately 75% of the reimbursement for each of the water and sewer budgets, and once that paid out, we will submit the last 25% for water. We will submit the remaining sewer expenses when we are done with the HBA costs.

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

Mr. Youst said Northampton County Conservation district received the NPDES stormwater permit renewal that his staff submitted. His staff is also renewing the driveway permits.

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

None.

### **8. Reports**

#### **A. Attorney**

Attorney Backenstoe said he stays in contact with Mr. Youst and Mr. Ross and assists as needed. He noted that he has been working with Mr. Youst reviewing documents regarding the Creekside project. Attorney Backenstoe noted that Mr. Youst is doing an excellent job with all that is involved with the Creekside project.

#### **B. Engineer**

Mr. Youst said Mr. Ross asked him about sewer rates for fitness centers and gyms. Mr. Youst said he researched to see how other Authorities charge for this in different areas to get a benchmark for how to update the Authority's sewer rates for fitness centers and gyms. Mr. Ross will develop an amendment to the sewer rate structure for gyms. Mr. Ross said

he will have Mr. Youst and Attorney Backenstoe look over his proposed amendment to how the Authority will charge for sewer service for gyms, and he will present his proposal at the December meeting.

**C. Administrator**

Mr. Ross said he would like the Board Members to approve moving Fund 3 and Fund 4 to Fund 1. The reason for moving the funds is to cover a portion of the costs for the Creekside project since these funds are earmarked for this project.

Motion by Mr. Corcoran, Second by Mr. Gress to move Fund 3 and Fund 4 to Fund 1.

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

Mr. Ross said the board packet included the lost water percent for the last quarter. He noted that we are doing well and have an incredibly low percentage of lost water. Mr. Ross said he put this information on our Facebook page and website. He noted that Mr. Reccek does very well looking for leaks with the leak detection equipment and the crew is outstanding when it comes to fixing them.

**D. Chairman**

Mr. Gress had nothing to report.

**E. Members**

Mr. Davis suggested if there is any way the Authority can implement a plan for technologic updates to the system. Mr. Ross said a few years ago we implemented SCADA technology to monitor water flows and help find leaks. Also, the Authority is replacing water meters with new technology which allows the readings to be obtained by driving by the property.

Ms. Opthof-Cordaro noted that the township has in the budget for 2025 to update the Act 537 plan.

**9. Adjournment**

Upon motion by Mr. Gress, Second by Mr. Corcoran the November 19, 2024 Board Meeting adjourned at 8:17 P.M.

Respectfully Submitted,

Emily Kerchner  
Recording Secretary