

**LOWER SAUCON AUTHORITY  
MINUTES OF MEETING  
FEBRUARY 18, 2025**

**1. Call to Order**

Mr. Gress called the meeting to order at 6:31 P.M.

**2. Roll Call**

Present were Mr. Gress, Chairman; Mr. Green, Vice Chairman; Mr. Keich, Secretary; Mr. Corcoran, Treasurer; Mr. Davis, Member; Mr. Yanchuk, Member; Ms. Opthof-Cordaro, Council Liaison; Mr. Backenstoe, Attorney; Mr. Youst, Engineer; Mr. Ross, Administrator; Ms. Fetzer, Assistant Administrator; Ms. Kerchner, Secretary; Mr. Reccek, Operations Supervisor (Mr. Thakkar was present via zoom).

**3. Citizen Agenda Items**

None.

**4. Minutes**

Motion by Mr. Corcoran, Second by Mr. Yanchuk to approve the minutes dated January 21, 2025 as presented.

Roll Call 5-0-2 Motion Approved. (Mr. Keich and Mr. Thakkar abstained).

**5. Financial Report**

Mr. Corcoran said for the treasurer's report the monthly figures and the year-to-date figures are the same as we are only one month into the year. Mr. Corcoran noted that January is a light month for revenues. He also noted that there was a small amount of spending on the Meadows Road pump station. Mr. Corcoran said he feels the Authority is in a good cash position. He said the cash balance will go down more after we have more spending with the Creekside project. Mr. Corcoran said he and Mr. Ross discussed moving Fund 3 and Fund 4 to Fund 1 to use the funds for the Creekside project payments as the funds were intended.

## **6. Agenda**

### **A. Merryweather Road Pipe Bid**

Mr. Ross went over the Merryweather Road pipe bid results. Mr. Ross said we usually receive 4 bids, but we only received 3 bids this time. Mr. Ross said we received bids from Core & Main LP, Ferguson Waterworks and L/B Water. Mr. Ross said the bid results were competitive. Mr. Ross said the lowest bidder was Ferguson Waterworks with the bid amount at \$51,459.29. The highest bidder was L/B Water with the bid amount of \$53,013.06. The bid amount from Core & Main LP was \$52,051.41. Mr. Ross said the Authority has had experience with Ferguson and he would like to recommend awarding the bid to them. Mr. Gress asked if there are any delays with the pipe supply line and Mr. Reccek said he has been told that the pipe will be delivered on time when it is needed. The Board Members then made a motion to award the bid.

Motion by Mr. Corcoran, Second by Mr. Keich to award the Merryweather Road pipe replacement bid to Ferguson Waterworks in the amount of \$51,459.29.

Roll Call 7-0 Motion Approved.

### **B. Sewer Rules and Regulations Update**

Mr. Ross said there are additional handouts to the packet. Mr. Ross said last month we talked about the update to the rules and regulations for sewer service charges for gyms and fitness centers. Mr. Ross said that he has more information as requested by the Board Members. Mr. Ross went over what MAXX Fitness and Unrivaled are now being charged for sewer service and what the proposed new charge will be. Mr. Ross said the proposed new charge would be 1 EDU for every 3,500 square ft. of floor space and this will not change what the gyms are currently being charged. Mr. Ross feels that this amount is a reasonable baseline to work with if there were to be any additional gyms in the township. Mr. Corcoran had some follow-up questions and there was a brief discussion about how the Authority charges for sewer service and what constitutes an EDU. Mr. Youst then explained how the Authority has customers with different services such as some with just water service, some with just sewer service and some with both water and sewer services so the Authority is unable to charge sewer service based on water usage. Mr. Ross said when he was doing research, he said that the Authority will be on the low end for sewer charges for gyms. The Board Members then made a motion to accept the resolution for the amendment to the sewer rules and regulations.

Motion by Mr. Davis, Second by Mr. Gress to accept the Lower Saucon Authority Lower Saucon Township amendment to the rules and regulations for sewer service Resolution 2025-1.

Roll Call 7-0 Motion Approved.

### **C. Personnel**

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

Motion by Mr. Gress, Second by Mr. Green to move into an Executive Session to discuss a personnel matter.

Roll Call 7-0 Motion Approved.

Meeting adjourned at 7:05 P.M. for an Executive Session to discuss a personnel matter.

Mr. Thakkar left the meeting at 7:18 P.M. during the executive session.

Motion by Mr. Gress and agreement by the Board Members the executive session adjourned and the regular meeting reconvened at 7:42 P.M.

The Board Members then made a motion regarding the personnel matter that was discussed during the executive session.

Motion by Mr. Gress, Second by Mr. Corcoran to adjust the starting pay by increasing it by \$2.00/hr. and to increase our CDL reimbursement once they obtain it to \$2.00/hr. effective this pay period and to also make the adjustment to the 4 effective salary rates.

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

### **D. Stormwater**

Mr. Ross said he and Mr. Reccek had a discussion regarding the stormwater for the township. Mr. Ross said the Authority does not oversee the stormwater for the township, but that the Township crew is responsible for the stormwater program for the Lower Saucon Township. Mr. Ross said in the past the township has offered the stormwater responsibility to the Authority, but we declined. He noted that there are many aspects to undertaking this program. There would be a larger workforce needed by the Authority. He said he would

like to have the blessing from the Board Members to conduct more research and come back to the Board Members just to see if it is worth exploring as an option any further. There was a brief discussion regarding what the stormwater program requires and why the township would allow the Authority to take over the stormwater program for the township. It was noted that the Authority can possibly charge an assessment for this service. Attorney Backenstoe said there are some instances where you can assess a fee for this, but he would have to do more research to make certain the Authority would be able to do so. There was a brief discussion, and the Board Members then decided that Mr. Ross can gather preliminary information regarding the stormwater program and see if it is worth looking into it any further. Ms. Opthof-Cordaro said she will help facilitate between the Authority and the township if the Authority would need her to do so. Mr. Youst said one of his staff members manages the stormwater program for a nearby township and said that Mr. Ross may talk to him to get any information he may be able to offer.

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

Mr. Ross said we received the final payment for the water reimbursement from the county. The check was in the amount of \$62,596.14. He said we will still have a portion of the sewer reimbursement left but that will not be received until the end of the project.

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

Mr. Ross went over some highlights of the Creekside expenditures update sheet. Mr. Ross said he was discussing with Mr. Corcoran about Fund 3 and Fund 4 and putting that into Fund 1 since these funds are set aside for the project. Mr. Corcoran asked Mr. Ross to remind him how the grant will work. Mr. Ross said the grant is a 50% match and a total of \$300,000.00 so we must spend \$600,000.00 before we get the grant funds paid out. Mr. Ross said the total requirements will be met just with the payments to DOLI Construction. Mr. Youst said that the payments to DOLI Construction will begin around the end of the year 2025.

Mr. Gress then asked about the transfer switch. Mr. Youst said he had a conversation with the representative from M&W Precast and they confirmed with their electrical engineer that the delivery date for the transfer switch for the generator will be around September 15, 2025. The generator building is confirmed to be delivered around September 1, 2025. The electrician said that the transfer switch can be installed in the field. Mr. Youst sent them a packet of documents that will need to be completed since they will become a contractor on site. There will be a need for more certification and insurance since the work will be done on site and they already are aware of the prevailing wage paperwork that is required. Mr. Youst said the transfer switch will not affect the installation of the PPL electric or the UGI

gas connection to the pump station. Mr. Youst said that tomorrow February 19, 2025 he along with Mr. Ross and Mr. Reccek will have a meeting with DOLI Construction to go over the timeline for the project. Mr. Youst said it is estimated for shovels to go in the ground mid to late June or early July of 2025.

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

None.

## **8. Reports**

### **A. Attorney**

Attorney Backenstoe said he continues to work with Mr. Ross and Mr. Youst as needed for the Creekside project.

### **B. Engineer**

Mr. Youst said he continues to work with DOLI Construction for the Creekside project.

Also, Mr. Youst said he has been working on the yearly reports. He said the Chapter 94 sewer report is almost complete. Mr. Youst said next he will move on to the annual water report.

### **C. Administrator**

Mr. Ross reviewed the quarterly and yearly water usage. The board packet includes handouts with the percentage of lost water. Mr. Ross said the quarterly lost water was at 7.78%. Mr. Ross said for the year the lost water is 7.85%. He said these numbers are very good because Mr. Reccek is doing an excellent job checking for leaks and using the leak detection software and equipment. He said the crew as well does an excellent job when fixing any leaks. Mr. Ross said he put these figures on the Authority website and the Authority Facebook page.

Mr. Ross said he is working on his year-end reporting as well. He said all the reports will be completed and submitted by the end of February before the March 31<sup>st</sup> deadline.

Mr. Ross reminded the Board Members about completing their ethics form.

Mr. Ross also said there is an upcoming PMAA board member training event and he said that if anyone would like to attend the event, please let him know and he will sign them up and the Authority will cover the cost.

He also reminded everyone that the PMAA conference in September will be in Bethlehem at the Wind Creek Casino and said that he would like the Board Members to attend the dinner if they are able to.

#### **D. Chairman**

Mr. Gress had nothing to report.

#### **E. Members**

No members had anything to report.

Ms. Opthof-Cordaro the Council Liaison mentioned that the township council meeting has an agenda item for the City of Bethlehem plan to replace the drinking water reservoir on Mountain Drive. This would affect the Authority customers as this water is supplied to the Authority customers. There was a consensus made by the Board Members, Mr. Ross and Mr. Youst with just general knowledge of what the scope of the project would entail that the thought would be that the work would be completed in a way to cause little to no water disruptions. The agenda item for the township meeting being presented by the City of Bethlehem is that they are looking for approval by township zoning and special exceptions for a permit application.

#### **9. Adjournment**

Upon motion by Mr. Gress, Second by Mr. Green the February 18, 2025 Board Meeting adjourned at 8:33 P.M.

Respectfully Submitted,

Emily Kerchner  
Recording Secretary