

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

1. Call to Order

Mr. Gress called the meeting to order at 6:32 P.M.

2. Roll Call

Present were Mr. Gress, Chairman; Mr. Green, Vice Chairman; Mr. Keich, Secretary; Mr. Davis, Member; Mr. Thakkar, Member; Ms. Opthof-Cordaro, Council Liaison; Mr. Backenstoe, Attorney; Mr. Youst, Engineer; Mr. Ross, Administrator; Ms. Fetzer, Assistant Administrator; Mrs. Kerchner, Secretary; Mr. Reccek, Operations Supervisor (Mr. Corcoran and Mr. Yanchuk were not present).

3. Citizen Agenda Items

None.

4. Minutes

Motion by Mr. Gress, Second by Mr. Keich to approve the minutes dated February 18, 2025 as presented.

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

5. Financial Report

Mr. Corcoran was not present. There was no formal financial report. It was noted that the payments from customers were received in February since the bills were due March 5th which indicates why revenues were higher in February.

6. Agenda

A. Salary Survey

The Board Members determined to table the salary survey agenda item so that Mr. Corcoran will be present for the discussion.

Mr. Ross then noted that there is a handout with a proposed longevity bonus plan for the employees. The longevity plan was thought about with the discussions that took place during the executive session last month. Mr. Ross went over the proposed longevity bonus plan. There was a brief discussion regarding this bonus plan. It was determined that a decision regarding this does not need to be made tonight, and the Board Members will look at the proposed plan more and discuss it further at the next meetings as this is not a rush to put the plan in place as the first payment to the employees if approved would take place in January of 2026.

B. Water Main Breaks

Mr. Reccek went over a brief review of the water main breaks that recently occurred. Mr. Reccek said that there was a break on Black River Road on the west side of the intersection of Dartford Road. After the break was repaired there was still some overnight flows that were higher than usual, and Mr. Reccek found a second leak at the same location just on the east side, and a sinkhole was created under the road. The crew repaired the leak. In addition, Mr. Reccek and the crew repaired a break on Stonestrow Road. Also, there is a break on Applebutter Road that will be repaired soon. Mr. Reccek noted that the crew enjoys learning about the leak detection and repairing of the water main breaks.

C. Stormwater

Mr. Ross said he talked to Ms. Gorman and Mr. Rasich at the township yesterday about the stormwater program for the township. Mr. Ross said he had just a general brief conversation about the possibility of the Authority being interested in looking into taking over the stormwater for the township but would like more information regarding what it all entails. Mr. Thakkar expressed his concerns regarding the Authority taking over the stormwater for the township as his knowledge as an engineer said it is a great undertaking and can be very complex and have many requirements. Attorney Backenstoe agreed that this could be a great undertaking, and we need to make very certain the Authority would want to do this. Attorney Backenstoe said there are instances where there can be a charge for stormwater and instances where fees are charged through a tax and Attorney Backenstoe would have to do more research as to if the Authority can charge for this service. It was reiterated that Mr. Ross is just doing some preliminary exploration regarding what the stormwater program for the township requires.

D. Creekside Update

Mr. Youst said it was a relatively quiet month. Mr. Youst said it was confirmed that the construction of the project will begin in late June or early July. Mr. Youst said the contractor will soon be ready to send him the shop drawings and the plans. Mr. Youst said the contractor did state the precast company is offering a lining that can be put in the wet well at the pump station for an additional amount of about \$12,000.00. It was determined that this is not necessary. Mr. Youst said the pump delivery is expected between September 15th to October 6th of 2025, with a week to ship the pumps from Kansas after that date. Mr. Youst is targeting the delivery date for October 6th of 2025, with one week to ship the pumps from that date. This would put the pump delivery to the site about the second week of October of 2025. Mr. Youst informed DOLI Construction of the pump delivery timeline. The pump delivery date does not change the construction start date. Mr. Youst said from start to finish this construction project is about a 6 week to 2-month timeframe however there will be some construction downtimes along the way waiting for other components of the project to be ready. The building delivery will be after September 1, 2025. Mr. Youst said it will be made sure that PPL and UGI are contacted early enough to make sure we get on their schedules to have electric service and gas service installed for the pump station and not be delayed installing these services.

There was a brief conversation amongst everyone present regarding the Meadows Road bridge construction with the general knowledge of everyone at the meeting.

Mr. Gress asked Mr. Youst if we are still on schedule for the project and Mr. Youst confirmed we are on schedule.

Mr. Thakkar asked if we are out of the way of the County for the bridge work and Mr. Youst confirmed that the work around the bridge is completed. Mr. Thakkar also said he remembers mention of permits needing to be renewed and Mr. Youst said all necessary permits have been renewed.

7. Citizen Non-Agenda Items

None.

8. Reports

A. Attorney

Attorney Backenstoe said he has nothing to report. He noted that he is ready and available to help and has helped Mr. Ross and Mr. Youst as needed with the Creekside project.

B. Engineer

Mr. Youst said in addition to his work on the Creekside project he was able to complete the Chapter 94 report. The report was submitted to the City of Bethlehem the end of February. Mr. Youst said in addition he completed the annual water report. Mr. Youst said the Authority is still under the limit for the water purchased and water flow under the agreement with the City of Bethlehem. Mr. Youst said he will send the report out to the City of Bethlehem tomorrow.

C. Administrator

Mr. Ross said he along with William and Erik will be at State College next week for the PRWA conference. Mr. Ross said William and Erik will be taking their water license exams.

Mr. Ross reminded everyone about completing their state ethics forms.

Mr. Ross noted that all his year-end water reporting for 2024 is completed.

Mr. Ross said the water side of Fund 1 is back up from the County reimbursements. It was noted that there are about 6 or 7 more years of the Authority repaying the loan back that the water side of Fund 1 borrowed from the sewer side of Fund 1 at the time of around 2016.

D. Chairman

Mr. Gress said, as Ms. Opthof-Cordaro mentioned earlier, there is an agenda item on the township council meeting for tomorrow about a sewer connection on Yob Lane. Ms. Opthof-Cordaro read the proposal for the resolution, and it was determined that it directs the developer to go to the Authority with their plans and have the Authority determine from there if we can serve this property with sewer. The Authority is not aware of the sewer connection request. There was a brief discussion regarding this matter. It was determined that Mr. Ross will talk to Ms. Gorman at the township tomorrow.

E. Members

No members had anything to report.

Ms. Opthof-Cordaro said that Attorney Backenstoe might want to talk to Mr. Goudsouzian, the township solicitor, about the Steel Club filing suite regarding their development. There is an agreement that must be signed by Hellertown Borough Authority, the Lower Saucon Township and Steel Club so that the EDU's allocated go against Hellertown and not Lower Saucon Township. The development is in Lower Saucon Township but will be served by Hellertown Borough Authority. Attorney Backenstoe said he will talk to Mr. Goudsouzian and make sure everything is taken care of for the Authority.

9. Adjournment

Upon motion by Mr. Davis, Second by Mr. Gress the March 18, 2025 Board Meeting adjourned at 7:45 P.M.

Respectfully Submitted,

Emily Kerchner
Recording Secretary