

**LOWER SAUCON AUTHORITY  
MINUTES OF MEETING  
APRIL 15, 2025**

**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. Green, Vice Chairman; Mr. Keich, Secretary; Mr. Backenstoe, Attorney; Mr. Youst, Engineer; Mr. Ross, Administrator; Ms. Fetzer, Assistant Administrator; Mrs. Kerchner, Secretary; Mr. Reccek, Operations Supervisor (Mr. Davis and Mr. Yanchuk were not present and Mr. Thakkar was present via zoom and Mr. Corcoran arrived at 6:32 P.M. and Ms. Opthof-Cordaro arrived at 6:36 P.M.)

**3. Citizen Agenda Items**

None.

**4. Minutes**

Motion by Mr. Gress, Second by Mr. Green to approve the minutes dated March 18, 2025 and the minutes of the special meeting of March 31, 2025 as presented.

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

**5. Financial Report**

The financial report was presented after the agenda items of stormwater and the Creekside update since Mr. Corcoran the treasurer arrived a few minutes late. Mr. Corcoran said that we made the payment for the Merryweather Drive water main. Also, it was noted that there was not a great deal of spending on the Creekside project in March.

**6. Agenda**

## **A. Salary Survey**

The salary survey discussion took place after the stormwater and the Creekside update. In addition to the salary survey Mr. Ross presented the Board Members with his proposed longevity bonus structure plan for the Authority employees. There was a discussion amongst the Board Members regarding both the salary survey proposal and the proposed longevity bonus structure plan.

Mr. Thakkar, who was present via zoom, left the meeting during this discussion at 7:20 P.M.

After the discussion the Board Members then decided to approve having a salary survey conducted for the Authority but for it not to include the Administrator position.

Motion by Mr. Corcoran, Second by Mr. Gress to approve the salary survey proposal presented by PRJ Consulting but to exclude the administrator position and to include in addition information regarding longevity and retention plans.

Roll Call 3-0-1 Motion Approved. (Mr. Davis, Mr. Thakkar and Mr. Yanchuk were not present and Mr. Green abstained).

## **B. Stormwater**

Mr. Ross said we can revisit the idea of the Authority further looking at the possibility of taking over the stormwater program for the Lower Saucon Township once the personnel matters at the township is resolved.

## **C. Creekside Update**

Mr. Youst said the recent activity focused on review of shop drawings the contractor presented. Also, Mr. Youst said there were not really any updates from the vendors on any new timelines for the arrival of the generator building or the pumps. Mr. Youst reminded everyone that he will make sure that both PPL and UGI are contacted early enough to get on their schedules to make sure there is no delay in hooking up to electric and gas service at the pump station.

Mr. Gress asked what the next big milestone will be. Mr. Youst said the next milestone will be when Doli Construction begins the construction, which is projected to begin around the last week of June or the first week of July.

Mr. Youst noted that the pumps for the pump station are expected to be delivered around the first week of October to the middle of October.

There was a brief discussion about tapping fees with some explanation from Mr. Youst after Mr. Corcoran asked about how the new special tapping fees will be calculated for anyone that will be served by the Creekside pump station.

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

None.

## **8. Reports**

### **A. Attorney**

Attorney Backenstoe had nothing to report.

### **B. Engineer**

Mr. Youst said there is a small subdivision on Yob Lane and the developer would like to connect that property to the sewer service. Mr. Youst said this subdivision will require more review by the Authority and will require an escrow account. It was noted that the Authority received the escrow check from the developer. Attorney Backenstoe asked if Mr. Youst needs him to draft a developer agreement and Mr. Youst said he will keep Attorney Backenstoe updated and let him know if he needs anything from him.

### **C. Administrator**

Mr. Ross reminded any of the Board Members that have not done so to complete and return their ethics forms.

Also, Mr. Ross said that the annual hydrant flushing is going well.

Mr. Ross said that both William Reccek and Erik White passed their water license exams.

Mr. Reccek wanted to let the Board Members know that he has a good crew and that they are doing well and are willing to learn.

**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. Keich the April 15, 2025 Board Meeting adjourned at 8:08 P.M.

Respectfully Submitted,

Emily Kerchner  
Recording Secretary