

**LOWER SAUCON AUTHORITY
MINUTES OF MEETING
JUNE 17, 2025**

1. Call to Order

Mr. Gress called the meeting to order at 6:38 P.M.

2. Roll Call

Present were Mr. Gress, Chairman; Mr. Green, Vice Chairman; Mr. Keich, Secretary; Mr. Corcoran, Treasurer; Mr. Youst, Engineer; Mr. Backenstoe, Attorney; Mr. Ross, Administrator; Mrs. Kerchner, Secretary (Ms. Fetzer was present via zoom Ms. Opthof-Cordaro were present via zoom and arrived during the financial report, Mr. Davis arrived at 7:00 P.M., Mr. Thakkar and Mr. Yanchuk were not present).

3. Citizen Agenda Items

None.

4. Minutes

Motion by Mr. Corcoran, Second by Mr. Keich to approve the minutes dated May 20, 2025 as presented.

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

5. Financial Report

Mr. Corcoran went over a few highlights of the year-to-date treasurer's report. He said the revenues are in line with the budget. Mr. Corcoran said there has been spending for the Merryweather Drive project. He noted that there will be significant spending soon for the pump station portion of the Creekside project as construction is set to begin soon and we will have those invoices to pay. Mr. Corcoran said that the Authority is in a good cash position. Mr. Keich asked if Fund 3 and Fund 4 were moved to Fund 1 yet and Mr. Ross said the necessary steps were taken for the transfer of the funds and the funds should officially be transferred hopefully by the end of this week.

6. Agenda

A. Salary Survey

Mr. Ross said he spoke with Nicole Beckett from the Meyner Center at Lafayette College about having a salary survey completed for the Authority. Nicole Beckett said that the cost for the survey would be between \$5,000.00 and \$10,000. Mr. Ross sent her over examples to show her what we are looking to have completed. Mr. Ross said he told her that he would like to have the salary survey completed around September, so we have it when working on the budget. Nicole said it would not be a problem to have the survey completed around September. Mr. Ross said that they are working on the proposal, and he will share the proposal with the Board Members as soon as he receives it, which will hopefully be next month.

B. Longevity Benefits Survey

Mr. Ross said he did not include the longevity handouts in the packet as they were handed out in May, and he was not sure the Board Members wanted to discuss this tonight. The Board Members determined that they would discuss the longevity benefits proposals during the budgeting time which will allow the opportunity for the salary survey to be completed so both the salary survey, and the longevity benefits proposal can be reviewed together.

C. Consumer Confidence Report

Mr. Ross said the CCR report was mailed out to all Authority water customers, and he said that he received his report in the mail around June 11th or 12th. The report is sent out with information regarding the quality of the water the Authority supplies. Mr. Ross said that he now must send a report to the DEP sanitarian with the report information and let them know that the reports were mailed out to the Authority customers.

D. Lead and Copper Testing

Mr. Ross said that the lead and copper testing is completed every 3 years. He said that there are 40 testing sites and letters were sent out to ask these residents if they would participate by taking a water sample at their house. Mr. Ross said that 20 water samples must be taken, and we are currently at 17 participants. The samples will be taken July 15th.

E. Merryweather Drive Pipe Replacement Project

Mr. Ross said the crew is about halfway completed with the Merryweather Drive water main replacement project. Mr. Ross said that the crew is doing a great job, and they are very good at what they do.

F. Creekside Update

Mr. Ross said the Creekside monthly spending sheets were handed out tonight and he noted that there was little spending last month on the project. Mr. Youst said the project shows signs of life at this point and time as DOLI Construction is getting everything in place to begin the construction. DOLI Construction has brought materials out to the site already. Mr. Youst said that he was out on site today meeting with UGI to get everything set up with them for when the gas service needs to be installed. Mr. Youst said he had a preconstruction meeting with the County Conservation representative regarding the stormwater permit. Mr. Youst said the permit documents and plans were sent over to Attorney Backenstoe and he had them recorded at the courthouse. DOLI Construction is expected to begin construction on Monday June 30th. The precast wet well is scheduled to be delivered the middle of July. Mr. Youst said he received an update today from Hydra-Numatic Sales and they said the pumps are still scheduled to be shipped mid-September, however the lead time for the motors from their supplier is getting longer. Mr. Youst noted that if the pumps are delayed a couple of weeks, it would mostly likely not be a problem with the overall timeline of the project. Mr. Youst said he will be reaching out to DOLI Construction to let them know that PPL would like them to complete paperwork with their timeline for when the electricity will need to be installed. It was noted that UGI would like PPL to install the electricity before they install the gas service. The first invoice from DOLI Construction is likely to be generated the end of July or beginning of August.

Mr. Youst said that Mr. and Mrs. Mitchell agreed to the easement the Authority needs on their property. The Authority offered Mr. and Mrs. Mitchell \$1,000.00 for the easement and they accepted the offer. The easement documents were signed, and Attorney Backenstoe recorded the easement at the courthouse. Mr. Ross said Mr. and Mrs. Mitchell were nice to work with.

Mr. Youst reiterated that this minor shift in location because of the PPL pole will not change the amount of pipe that is needed for the project.

7. Citizen Non-Agenda Items

None.

8. Reports

A. Attorney

Attorney Backenstoe noted that Mr. and Mrs. Mitchell were nice and amicable to work with.

B. Engineer

Mr. Youst said there were a few small development plans occurring in the township that Hanover Engineering needed to review, which required the developer to set up an escrow account with the Authority. Mr. Youst wanted to tell everyone that the developer for Yob Lane withdrew their plans.

C. Administrator

Mr. Ross went over an overview of the PLIGIT accounts and how they will be renewed since a few of the accounts will need to be renewed in July. Mr. Ross noted that Fund 3 and Fund 4 are in the process of being transferred to Fund 1 at Fulton Bank.

Mr. Ross reminded the Board Members of the PMAA conference in September. He said he would like to have as many Board Members and professionals from the Authority as well as Authority staff attend the dinner. He also said that he will sign anyone up for any classes they would like to attend. Ms. Opthof-Cordaro asked for the information to be sent to her as well.

D. Chairman

Mr. Gress had nothing specific to report but he thanked Mr. Green for stepping in as Chairman at the last meeting in his absence.

E. Members

Ms. Opthof-Cordaro, the Council Liaison, wanted to make sure it was noted about the Yob Lane project that the engineer and contractor withdrew their application for connection to the sewer system. Mr. Ross noted that Mr. Youst mentioned this in his update.

9. Adjournment

Upon motion by Mr. Green, Second by Mr. Davis the June 17, 2025 Board Meeting adjourned at 7:14 P.M.

Respectfully Submitted,

Emily Kerchner
Recording Secretary