

**LOWER SAUCON AUTHORITY
MINUTES OF MEETING
SEPTEMBER 16, 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. Corcoran, Treasurer; Mr. Davis, Member; Mr. Youst, Engineer; Mr. Backenstoe, Attorney; Mr. Ross, Administrator; Ms. Fetzer, Assistant Administrator; Mr. Reccek, Operations Supervisor; Mrs. Kerchner, Secretary (Mr. Thakkar was present via zoom and Ms. Opthof-Cordaro, Council Liaison arrived at 6:40 P.M.).

3. Citizen Agenda Items

None.

4. Minutes

Motion by Mr. Corcoran, Second by Mr. Davis to approve the minutes dated August 19, 2025 as presented.

Roll Call 4-0-1 Motion Approved. (Mr. Thakkar abstained).

5. Financial Report

Mr. Corcoran noted that the employee compensation is higher than budgeted. He said this is due to the changes that were made during the year with the increase in the hourly rate for certain employees. The spending for the Creekside project was light last month. Mr. Corcoran said September will reflect the payment for the first invoice from DOLI Construction for the work that has been completed to date. He noted that September will also reflect the payment for the new F-550 dump truck. Mr. Corcoran said that the Authority is in a good cash position and should remain in a good cash position even with the larger expenditures in the coming months with the Creekside payments and the payment for the new truck. Mr. Ross noted that for the Creekside project he can submit for the grant

funds to be paid out by the end of this year since the payment to DOLI Construction will meet the grant requirements. The grant payment will offset the cost.

6. Agenda

A. Salary Survey

Mr. Ross said he has not received the salary survey yet. He shared an email with the Board Members that he received from the Meyner Center with an updated timeline for completion of the survey. He said that we should have the completed salary survey report September 26, 2025. Mr. Ross said he will email the results to the Board Members as soon as he receives them and they will discuss the survey at the October board meeting.

B. Longevity Benefits

Mr. Ross said he would like to wait to discuss the longevity benefits proposal until the next meeting so it can be reviewed alongside the salary survey.

C. Public Relations Proposal

Mr. Ross said that he is waiting for an updated proposal from Lindsay Hughes where she will make the benefits of their proposal clearer.

D. Merryweather Drive Pipe Replacement Project

Mr. Reccek said the Merryweather Drive pipe replacement project was completed last Tuesday. Mr. Ross said the crew did a fantastic job on the project.

E. 2026 Budget

Mr. Ross said the board packet included a budget timeline. He also included in the packet articles about the social security increase and cost of living increase for next year. The social security increase for 2026 will be in the 2.6% to 2.7% range increase. Then Mr. Ross went over the target hourly rate percentage increase for the employees. Mr. Ross said that he will have the budget out to the Board Members before the next meeting, so they have time to review it before the meeting. He will also send out the salary survey once he receives it to give the Board Members time to review it before the meeting.

F. Creekside Update

Mr. Youst said there have not been any significant major updates regarding the construction. Mr. Youst said that Mr. Wilt will be working on his roof drain spouts for his roof drainage to reroute the water, so the water does not drain on to his new driveway.

Mr. Youst said the update from M&W Precast is that they will have the building ready to be put in place on site on October 2nd. Hydra-Numatic Sales said the pumps were completed last Friday and will be delivered to the Authority office as early as this week or early next week. The pumps will be sitting at the Authority grounds until we receive the building, so they are not sitting out at the job site.

Mr. Youst said that he and the Authority completed all requirements to have PPL set up the electric service to the pump station. DOLI Construction is now in contact with PPL to schedule the electric service set up. PPL is about 6 weeks out for service set up which will take us to about mid to late October. This will be after the building, and the pumps are all set up. UGI said that they have the Authority penciled in on their schedule for October 15th for gas service installation but can adjust the date if needed.

Mr. Youst said that one of the bigger issues that has been solved is now having an alternative for the inverter. Mr. Youst said that Dean Batten the electrical subconsultant for Hanover Engineering, came up with an alternate plan and substitute for the inverter. The new setup that Dean Batten has will have an industrial UPS or uninterrupted power supply and other components. Dean Batten presented his plan to the electrical subcontractor for M&W Precast, and they said that they can install that in the building, and it will not be an upcharge. Also, there will be a small breaker that will allow turn from power to specific components of the pump station if necessary.

Today DOLI Construction submitted a draft list of what is complete to date and Mr. Youst said his field observer for the project will review the document and confirm the completed quantities. The amount DOLI Construction is saying they have completed for billing purposes is about \$466,000.00. Mr. Youst said there will be a 5 percent retainage for the payment which reduces the payment by about \$23,000.00 to \$24,000.00.

Mr. Corcoran asked who reviewed the alternative plan to the inverter and Mr. Youst said Dean Batten, who came up with the plan, is the electrical subconsultant for Hanover Engineering.

Mr. Youst said the first payment to DOLI Construction will be made soon as we should be receiving the first invoice shortly.

Mr. Corcoran asked when the pump station will be completed. Mr. Youst said the construction will be completed December 31, 2025.

Lower Saucon Township approved update of the Act 537 plan. Mr. Youst said the Act 537 plan takes about 1 to 2 years on the local level to develop then about 6 months for DEP review. Then the Authority can make our design for sewer service in the area and present it to the township. Mr. Ross would like to have the design plan ready as early as possible, so it is ready when the township approves the Act 537 plan. This will allow time for the Authority to work on getting funding.

Mr. Youst then went over a brief review of the process and what will be required.

Mr. Ross said that at the beginning of the month he received a call from the interim manager for Hellertown Borough Authority, and he was asking for an update regarding the Creekside pump station to review with his Board Members. They were asking because they wanted to know if we would need to extend our sewer agreement. Mr. Ross was unable to attend their meeting, but he and Mr. Youst put together a status update sheet for their Board Members.

7. Citizen Non-Agenda Items

None.

8. Reports

A. Attorney

Attorney Backenstoe said he had nothing to report.

B. Engineer

Mr. Youst mentioned the Meadows Road Bridge and there was some discussion by everyone about when the bridge work will be completed.

C. Administrator

Mr. Ross went over the Invoice Cloud online bill payment program the Authority has for our customers and said that it is working out well and we have a good number of customers

using the program to pay their bill. He said we have seen a significant increase in customer usage of the payment program.

Mr. Ross thanked everyone who attended the PMAA dinner last Monday.

Mr. Ross said that he heard from Ed Boscola from the City of Bethlehem at the PMAA conference that the City of Bethlehem has put in for a water rate increase next year and if the rate increase is approved the Authority would most likely see the increase in 2027.

D. Chairman

Mr. Gress had nothing to report.

E. Members

Mr. Davis saw on the news about the City of Philadelphia raising their water rates. He suggested Mr. Ross keep track of the neighboring Authorities and their water rate increases. Mr. Davis was suggesting this thinking that it may be helpful with comparing the water rate of the Authority. Mr. Ross said that the Authority is a bit different because we purchase our water from the City of Bethlehem and resell the water to our customers but that he will see what he can do.

9. Adjournment

Upon motion by Mr. Corcoran, Second by Mr. Gress the September 16, 2025 Board Meeting adjourned at 7:24 P.M.

Respectfully Submitted,

Emily Kerchner
Recording Secretary