

UPPER SAUCON SEWAGE TREATMENT AUTHORITY

Meeting Held January 21, 2009 at 7:00 P.M. 4774 Saucon Creek Road

Chairman George J. Bloeser called to order the reorganizational meeting of the Upper Saucon Sewage Treatment Authority at 7:00 PM in the public meeting room of the Upper Saucon Township Water and Sewer Department office building, 4774 Saucon Creek Road, Upper Saucon Township, Lehigh County, PA.

MEMBER PRESENT:

Aaron B. Attwood
Bruce D. Bush
George Thomas
George J. Bloeser

Participating Via Speakerphone:
Mindy Moore

STAFF PRESENT:

Gary A. Brienza, Esquire, USTMA Solicitor
Karl E. Schreiter Jr. P.E., USTMA Engineer
Daniel J. Stahlnecker, UST Superintendent Water/Sewer
Sandra S. Busedu, USTMA Authority Clerk

VISITORS:

None

NOTIFICATION – All public sessions of the Upper Saucon Sewage Treatment Authority are electronically recorded. The recordings are maintained as part of the record of the meeting until the minutes are transcribed and approved by the Authority.

REORGANIZATION OF THE MUNICIPAL AUTHORITY OFFICERS:

George Bloeser was on call for nomination for Chairman of the Upper Saucon Sewage Authority; George was nominated by Mr. Bush to fill the office of Chairman.

Motion was made and seconded to elect George Bloeser as Chairman of the Upper Saucon Sewage Authority.

Vote: Messrs. Aaron Attwood, Bruce Bush, George Thomas and Ms. Mindy Moore – “aye”
Mr. Bloeser – “abstained”

Mindy Moore was on call for nomination for Vice Chairwoman of the Upper Saucon Sewage Authority; Mindy was nominated by Mr. Attwood to fill the office of Vice Chair.

Motion was made and seconded to elect Mindy Moore as Vice Chairwoman of the Upper Saucon Sewage Authority.

Vote: Messrs., Aaron Attwood, George Bloeser, Bruce Bush and George Thomas – “aye”
Ms. Moore – “abstained”

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Bruce Bush was on call for nomination for Secretary of the Upper Saucon Sewage Authority; Bruce was nominated by Mr. Bloeser, to fill the office of Secretary.

Motion was made and seconded to elect Bruce Bush as Secretary of the Upper Saucon Sewage Authority.

Vote: Messrs., Aaron Attwood, George Bloeser, George Thomas and Ms. Moore – “aye”
Mr. Bush – “abstained”

Aaron B Attwood was on call for nomination for Treasurer of the Upper Saucon Sewage Authority; Aaron was nominated Mr. Bush to fill the office of Treasurer.

Motion was made and seconded to elect Aaron Attwood as Treasurer of the Upper Saucon Sewage Authority.

Vote: Messrs. George Bloeser, Bruce Bush, George Thomas and Ms. Mindy Moore – “aye”
Mr. Attwood – “abstained”

George Thomas was on call for nomination for Assistant Secretary / Treasurer of the Upper Saucon Sewage Authority; George was nominated by Mr. Bloeser to fill the office of Assistant Secretary / Treasurer.

Motion was made and seconded to elect George Thomas as Assistant Secretary / Treasurer of the Upper Saucon Sewage Authority.

Vote: Messrs., Aaron Attwood, George Bloeser, Bruce Bush and Ms. Mindy Moore – “aye”
Mr. Thomas – “abstained”

REORGANIZATION OF THE MUNICIPAL AUTHORITY APPOINTMENTS:

Motion was made by Mr. Bush and seconded by Ms. Moore to re-appoint Gary Brienza from the firm of Peters, Moritz, Peischl, Zulick, Landes & Brienza LLP as the Upper Saucon Sewage Authority’s Solicitor for the calendar year 2009.

Vote: Messrs. Attwood, Bloeser, Bush, Thomas and Ms. Moore – “aye”

Motion was made by Mr. Bush and seconded by Ms. Moore to re-appoint Karl Schreiter from the firm of Schreiter Engineering Associates, Inc as the Upper Saucon Sewage Authority’s Engineer for the calendar year 2009.

Vote: Messrs. Attwood, Bloeser, Bush, Thomas and Ms. Moore – “aye”

Motion was made by Mr. Bush and seconded by Mr. Attwood to appoint the accounting firm of Reinsel Kuntz Leshner, LLP as the Upper Saucon Sewage Authority’s Auditor for the calendar year 2009.

Vote: Messrs. Attwood, Bloeser, Bush, Thomas and Ms. Moore – “aye”

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MEETING DATES:

Motion was made by Mr. Bush and seconded By Mr. Attwood to establish the regular meeting of the Upper Saucon Sewage Authority for the year 2009 to be on the second Monday of each month at 7:00 PM in the public meeting room of the Upper Saucon Township Water and Sewer Department office building located on 4774 Saucon Creek Road, Upper Saucon Township, Lehigh county, PA

Vote: Messrs. Attwood, Bloeser, Bush, Thomas and Ms. Moore – “aye”

PUBLIC COMMENT:

None

MINUTES:

None

CORRESPONDENCE:

A. For you information packed dated January 2, 2009

1. The Letter dated December 17, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Thomas F. Beil, Township Manager for Upper Saucon Township re: request to process payment for Structural Maintenance Systems.
2. Letter dated December 17, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Michael Kelly, Structural Maintenance Systems, Inc re: executed documents of change order number eight and change order number nine please sign and return.
3. Letter dated December 19, 2008 from Daniel J. Stahlnecker Superintendent of Upper Saucon Water / Sewer to Sheena Ripple, Pennsylvania Department of Environmental Protection Water Management Program re: December 10th and 11th rain storm overflow event at the waste water treatment plant follow up from phone call.
4. Letter dated December 22, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to George Bloeser, Chairman for Upper Saucon Sewage Treatment Authority re: forwarding executed change order number nine, re-drilling of bolt pattern for the east clarifier center column.
5. Letter dated December 29, 2008 from Thomas F. Beil, Township Manager for Upper Saucon Township to Structural Maintenance Systems, Inc. enclosed payment.
6. Letter dated December 29, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to George Bloeser, Chairman for Upper Saucon Sewage Authority re: comments on the review of payroll certifications Barry J. Hoffman Company Inc. for contract number ten, Influent pump station controller.

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- B. For your information packet dated January 9, 2009
1. Letter dated January 6, 2009 from Thomas F. Beil, Township Manager for Upper Saucon Township to Structural Maintenance Systems, Inc. re: enclosed payment for contract twelve, payment request four, for the secondary clarifiers' concrete and metal repairs.
 2. Reported dated December 31, 2008 from Daniel J. Stahlnecker Superintendent of Upper Saucon Water / Sewer to Pennsylvania Department of Environmental Protection re: discharge monitoring report for the month of December 2008.
- C. For your information packet dated January 16, 2009
1. Letter dated January 14, 2009 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to George Bloeser, Chairman for Upper Saucon Sewage Treatment Authority re: recommendation to release payment in the sum of \$72,015.30 to Barry Hoffman Company Inc. for payment request #2 for contract #10 Influent Pump Station Controller at the Upper Saucon Township Wastewater Treatment Plant.
 2. Letter Dated January 14, 2009 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Michael Kelly, Structural Maintenance Syst4ems, Inc. re: request for documents execution and return of the Notice of Substantial Completion forms in reference to Contract #12 Secondary Clarifier Concrete and Metal Repair.

SOLICITOR'S REPORT:

The Authority's Solicitor submitted their report dated January 21, 2009. The report was signed and presented by Gary Brienza, of Peters, Moritz, Peischi, Zulick, Landes & Brienza.; there were no enclosures.

EXECUTIVE SESSION:

None

ENGINEER'S REPORT:

The Authority's Engineer submitted their report dated January 16, 2009. The report was signed and presented by Karl E. Schreiter Jr. P.E., Engineer, of Schreiter Engineering Associates; there were no enclosures.

SUPERINTENDENT'S REPORT:

The Upper Saucon Township's Superintendent of Water and Sewer submitted his report verbally. The report was presented by Daniel J. Stahlnecker, Superintendent Water/Sewer he reviewed the Daily Monitoring Report as submitted to Pennsylvania Department of Environmental Protection for the month of December 2008.

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TREASURER'S INVOICE (S):

At this meeting Aaron B. Attwood, Treasurer submitted two invoice(s) for the Authorities approval and request for payment by Upper Saucon Township.

Motion was made and seconded to approve Peters, Moritz, Peischl, Zulick, Landes & Brienza LLP's 1/15/2009 invoice, number, 22206, in the amount of \$367.50, for the Coopersburg EHB Appeal, for the period of 12/18/2008 to 01/14/2009.

Vote: Messrs. Attwood, Bloeser, Bush, Thomas and Ms. Moore – “aye”

Motion was made and seconded to approve Peters, Moritz, Peischl, Zulick, Landes & Brienza LLP's 1/15/2009, invoice number, 22205, in the amount of \$4,845.00, for the general consultation period of 12/11/2008 to 01/15/2009.

Vote: Messrs. Attwood, Bloeser, Bush, Thomas and Ms. Moore – “aye”

MOTIONS:

Motion was made and seconded to approve the planning module for the Locust Valley Chapel Expansion and forward it to Coopersburg for their concurrence, in accordance with Authority Engineer's recommendation made during the January 21, 2009 meeting.

Roll Call Vote: Messrs. Attwood, Bloeser, Bush, Thomas and Ms. Moore – “aye”

Motion was made and seconded to approve payment request number five from Structural Maintenance Systems, Inc. in the amount of \$63,681.76 for contract number twelve, Secondary Clarifier Concrete and Metal Repair, in accordance with Authority Engineer's recommendation made by letter dated January 15, 2009.

Roll Call Vote: Messrs. Attwood, Bloeser, Bush, Thomas and Ms. Moore – “aye”

Motion was made and seconded to approve payment request number two from Barry Hoffman Company, Inc. in the amount of \$72,015.30 for contract number ten, Influent Pump Station Controller, in accordance with Authority Engineer's recommendation made by letter dated January 14, 2009.

Roll Call Vote: Messrs. Attwood, Bloeser, Bush, Thomas and Ms. Moore – “aye”

Motion was made and seconded to approve and authorize the Chairman to execute the notice of substantial completion for contract number twelve, secondary Clarifier Concrete and Metal Repair, in accordance with Authority Engineer's recommendation made by letter dated January 16, 2009.

Roll Call Vote: Messrs. Attwood, Bloeser, Bush, Thomas and Ms. Moore – “aye”

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Motion was made by Mr. Bush and seconded by Mr. Attwood to approve and authorize Chairman to execute the subdivision and land development improvements agreement between Church of the Assumption B.V.M. and Upper Saucon Township Municipal Authority in accordance with the Authority Solicitor's recommendation made verbally during his presentation.

Roll Call Vote: Messrs. Attwood, Bloeser, Bush, Thomas and Ms. Moore – "aye"

OLD BUSINESS:

None

NEW BUSINESS:

Ms. Moore requested a cutoff date for submittals from contractors requesting action from the Authority. She would like the Engineer to provide to the contractors this new time line for document submittals so the Authority and staff has ample time to review them.

Motion was made and seconded to establishing Authority policy for 2009 and onward that all requests for action by the Authority be in the hand of the Engineer or Solicitor five business days before the scheduled meeting.

Roll Call Vote: Messrs. Attwood, Bloeser, Bush, Thomas and Ms. Moore – "aye"

ANNOUNCEMENTS:

Chairman Bloeser reviewed the PMMA board member training conference being offered on March 12, 2009, in Bethlehem. Mr. Bush, Mr. Thomas and Mr. Bloeser will be attending this conference Mr. Attwood and Ms. Moore declined.

ADJOURNMENT:

With there being no further business to discuss, the meeting of the Upper Saucon Sewage Treatment Authority was unanimously adjourned.

Vote: Messrs. Attwood, Bloeser, Bush, Thomas and Ms. Moore – "aye"

Next regular meeting of the Upper Saucon Township Municipal Authority is scheduled for Monday, February 9, 2009 at 7:00 PM in the public meeting room of the Upper Saucon Township Water and Sewer Department office building, located at 4774 Saucon Creek Road, Upper Saucon Township, Lehigh County, PA.

Respectfully submitted,

Bruce D. Bush, Secretary