

UPPER SAUCON SEWAGE TREATMENT AUTHORITY MINUTES

Meeting Held Monday, January 12, 2015

4774 Saucon Creek Road

Chairman Bruce Bush called to order the regular meeting of the Upper Saucon Sewage Treatment Authority at approximately 7:33 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.

NOTIFICATION:

All public sessions of the Upper Saucon Township 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.

MEMBERS PRESENT:

Bruce Bush - Chairman
Mindy Moore - Vice Chairwoman
Joaquin (Jack) DeMatos - Secretary
George Thomas - Treasurer
Ronald Reybitz - Asst. Secretary and Asst. Treasurer

STAFF PRESENT:

Gary Brienza, Esquire, Solicitor
Karl E. Schreiter Jr. P.E., Engineer
Chris Cope, UST Director of Water and Sewer Resources
John Guignet, UST Assistant Director of Water and Sewer Resources
Joseph Lynn, transcriber

REORGANIZATION MEETING:

A motion was made and seconded to change meeting times to 6:00pm, except for the month of September, when the meeting will occur on the second Monday and approve the same professional appointments to the Upper Saucon Sewage Treatment Authority for the year 2015 as follows:

OFFICERS AND APPOINTED OFFICIALS:

Bruce Bush - Chairman
Mindy Moore - Vice Chairwoman
Joaquin (Jack) DeMatos - Secretary
George Thomas - Treasurer
Ronald Reybitz - Asst. Secretary and Asst. Treasurer
Solicitor - Gary Brienza,
Firm - Peters, Moritz, Peischl, Zulick, Landes and Brienza
Engineer - Karl Schreiter
Firm - Schreiter Engineering Associates
Auditor -Reinsel, Kuntz, Leshner, LLP
(to conduct the annual audit of the records of the Authority. This firm is also the Auditor for Upper Saucon Township)
END OF REORGANIZATION

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VISITORS:

None

PUBLIC COMMENT:

None

MINUTES:

A motion was made and seconded to approve the meeting minutes for December 1, 2014 as amended.

Motion passed 4 - 0, with Ms. Moore abstaining.

CORRESPONDENCE COMMENTS:

Authority members may comment on the correspondence packets or the "Summary" which they received.

Upper Saucon Sewage Treatment Authority Correspondence for January Meeting

(NOTE: This is a summary of the correspondence prepared by the Chairman. Details must be obtained by reading the actual correspondence)

Date list was prepared - 12/20/2014, 12/20/2014, 1/3/15, 1/6/15

Date of letter: 12/2/2014

Letter from: Gary Brienza, Solicitor (e-mail)

Letter sent to: Thomas Beil, UST

Subject: USSTA

Have done some preliminary work on the USSTA dissolution question...as was discussed last night, the permit and the plant ownership would have to be modified since both in the name of the USSTA....question before I proceed further....if doing these things will be more difficult (granted once and done issues) than it is worth, should we just leave it alone?

Date of letter: 12/2/2014

Letter from: Thomas Beil, UST (e-mail)

Letter sent to: Gary Brienza, Solicitor

Subject: USSTA

I think we should move forward with combining the two Authorities into one. I'm confident you and Chris can handle the paperwork concerning plant ownership and permits.

Date of letter: 12/2/2014

Letter from: Gary Brienza, Solicitor (e-mail)

Letter sent to: Thomas Beil, UST

Subject: USSTA

Okay...will do.

Date of letter: 12/5/2014

Letter from: Karl Schreiter, SEA

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Letter sent to: Timothy Paashaus, Borough of Coopersburg

Subject: Borough Sewage Collection System

2014 Waste Load Management Report

In order for SEA to complete the Chapter 94 Report we need the following information:

- Past and projected flows
- Condition of sewer system
- Pump stations (if applicable)
- Maintenance of sewer system
- Sewer extensions during the past year

Enclosed is a Sewer System Questionnaire which requests all of the above information. Complete the Questionnaire and return it to us no later than 2/9/2015.

We are requesting that each satellite system provide the name of the responsible licensed operator for the collection system. This information is needed by passage of Act 11 of the PA Legislature.

Date of letter: 12/10/2014

Letter from: Karl Schreiter, SEA

Letters sent to:

- Access Property Management (for Woodcrest Condominium Sewage System)
- De Sales University
- Scottish Inns (for Center Valley Mobile Home Park Sewage System)
- New Vistas Corp. (For Saucon Valley Crossings Mobile Home Park)
- Saucon Creek Medical Associates LP

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Date of letter: 12/29/2014

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Modification to Influent Pump Station

Contract #19

Pre-Bid Meeting Minutes

On 12/22/2014 we conducted a pre-bid meeting for the subject contract.

A copy of the meeting minutes is (attached).

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In addition we have (attached) Addendum #1 along with a revised copy of Drawing 100. This package including the minutes, addendum and revised drawing must be sent to all holders of the contract documents.

Highlights of the minutes:

Issues regarding the following items were discussed at the meeting:

- Grating issues
- Metal Painting and Repair
- Drain Pipe Supports
- Contract time shall be 150 days
- Misc. Items; wet well is subject to flooding during extreme weather events
- No permits needed for this work

Date of letter: 12/30/2014

Letter from: Denise Fuchs, UST (e-mail)

Letter sent to: various individuals

Subject: Bid documents; Modification to influent Pump Station, Pre-Bid Minutes and Addendum

Attached, please find a copy of the pre-bid minutes for the above referenced contract and a copy of the Addendum. Note the request to confirm receipt of the addendum via fax.

Date of letter: 12/30/2014

Letter from: Karl Schreiter, SEA

Letters sent to:

- Upper Saucon Social Club
- Copperhead Grille
- Aldi Inc
- Agentis Bros
- Chernay Printing
- Saucon Creek Medical Associates
- DeSales University
- Saucon Valley Country Club
- Lutron Electronics Co Inc
- APS Associates (Fairmount Village Shopping Center)
- Newmark Grubb Knight Frank (D & B Office Complex)
- GE Capital Real Estate (D & B Office Complex)
- Diana's Café
- Royal Truck and Equipment Co
- Pitt Ohio Express LLC
- Olympus America Inc
- La Borgata Pizza/Madle's Hardware
- Spring Valley Inn
- Southern Lehigh School District
- The Promenade Shops at Saucon Valley

Subject: Industrial Pretreatment Program

As part of the requirements listed in your Wastewater Contribution Permit, your firm is

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required to submit an annual report regarding the operation and maintenance of all permitted facilities. Enclosed is a Report form for 2014 to assist you with this requirement, which requests all the pertinent information.

Return the completed form no later than 2/3/14.

Also provide the name of the responsible operator for the permitted equipment or treatment units. Also the operator's address, phone number and PADEP license information (if applicable).

Date of letter: 1/9/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Modifications to Influent Pump Station

Contract #19

Bid Review

On 1/8/2015 the Authority received bids for the modification of the influent wet well at the WWTP. The following bids were received:

Eastern Environmental Contractors Inc.	\$56,780.00
Blooming Glen Contractors Inc.	\$68,437.00
DESSCO Design and Construction	\$30,679.00
Advanced Rehabilitation Technology	\$46,000.00

The low responsible bidder is DESSCO. This contractor has completed satisfactory work for the Authority in the past. We recommend that the Authority award this contract to DESSCO Design and Construction Inc. pending a review of the documents by the Solicitor. (11 contractors received bid packages).

Note: A motion should be considered at the 1/12/2015 meeting to award this work to DESSCO.

On December 12, 2014 the Authority received from the PA DEP a letter forwarding a draft NPDES permit for our review and comment. A copy of this letter will be given to each member of the Authority at the meeting. On January 8, 2015 Karl Schreiter and Chris Cope prepared a letter to PA DEP which replied to the December 12, 2014 letter regarding the Permit. Karl will discuss the reply at the meeting. A copy of this draft letter, which was sent to Gary Brienza for review, will be made available to each member of the Authority at the meeting. A motion will be needed to authorize the Chairman to sign the final version of the letter.

*****end of correspondence list for Jan. meeting

SOLICITOR'S REPORT:

Solicitor Gary A. Brienza, Esquire presented his report dated January 12, 2015.

Regarding the elimination of the USSTA, Atty. Brienza is still investigating the procedural aspects of how to make the change. He noted there are many attendant agreements that would need to be updated, including inter-municipal agreements. These agreements would require actions by Upper Saucon Board of Supervisors. Atty. Brienza is not sure it is worth the effort of cost and time. He will be making his report to

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Mr. Tom Beil, UST Township Manager. He noted the consideration to eliminate the USSTA had arisen before, but no action was taken.

ENGINEER'S REPORT:

Karl Schreiter, PE presented Engineer's report dated January 9, 2015.

Mr. Schreiter explained the bid by DESSCO for Modifications to Influent Pump Station - Contract 19, seemed low, but the owner maintained he would meet originally stated price.

Regarding NPDES permit, Mr. Schreiter explained DEP has mandated several toxic parameters, because they allege USSTA has not tested adequately for required levels. He explained most laboratories are unable to test to these levels. Mr. Schreiter and Mr. Cope have issued a response to these requirements on a parameter by parameter basis. He believes some parameters will need to be tested. If unable to meet requirements, Mr. Schreiter plans to appeal decision. Mr. Schreiter noted Upper Saucon Township is on a Federally protected stream and must follow regulations of Delaware River Basin Commission (DRBC).

Mr. Schreiter noted U.S. Homeland Security Department is doing assessments of plants in New York State and requiring changes for security. He anticipates similar regulations in our area in the future.

SUPERINTENDENT'S REPORT:

Plant is in compliance. On December 9, 2014 there was a surprise inspection by DEP at USST Plant. Report noted no violations.

TREASURER'S INVOICE(S):

At this meeting Treasurer George Thomas submitted a report including a request for payment to the Authorities' Solicitor. There are two invoices totaling \$1,695.00 for the Authority's approval and request for payment by Upper Saucon Township.

Motion was made and seconded to approve treasurer's report as presented by treasurer for the payment of \$1,695.00.

Motion passed unanimously.

MOTION (S):

A motion was made and seconded to award Modifications to Influent Pump Station - Contract 19 to DESSCO Design and Construction, Inc. Ref: SEA letter dated January 9, 2015.

Motion passed unanimously.

A motion was made and seconded to approve Consideration of a motion to approve the PADEP Sewage Planning Module for the Cooper Farms development in the Borough of Coopersburg. Reference SEA's letter dated 12/23/2014.

Motion passed unanimously.

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OLD BUSINESS:

A possible UST Ordinance for the purpose of adopting and enforcing the standards and regulations promulgated by the PA DEP which recommends that an on-lot management ordinance shall include the "removal of septage or other solids from treatment tanks once every five years or whenever an inspection program reveals that the treatment tanks are filled with solids in excess of 1/3 of the liquid depth of the tank or with scum in excess of 1/3 of the liquid depths of the tank".

Ref: "Township of Lower Macungie proposed Ordinance #2013- (to be duly adopted)". Chairman Bush noted that no information regarding this matter is on the website for Lower Macungie. He will remove this item from future agendas.

NEW BUSINESS:

Bidding Thresholds Increase - Effective 1/1/2015

Pennsylvania Department of Labor announced the bidding thresholds for 2015. They are:

1. Purchases and contracts below \$10,500 require no formal bidding or written/telephonic quotations.
2. Purchases and contracts between \$10,500 and \$19,400 require three written/telephonic quotations.
3. Purchases and contracts over \$19,400 require formal bidding.

ANNOUNCEMENTS:

Next regular meeting of the Upper Saucon Township Sewage Treatment Authority is scheduled for Monday, February 2, 2015 @ 6:00 PM, or following the adjournment of the USTMA meeting, 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.

ADJOURNMENT:

With there being no further business to discuss, the meeting of the Upper Saucon Sewage Treatment Authority was unanimously adjourned at approximately 8:11 pm.

Respectfully submitted,

Jack DeMatos,
Secretary