

UPPER SAUCON SEWAGE TREATMENT AUTHORITY MINUTES

Meeting Held Monday, July 5, 2016

4774 Saucon Creek Road

Chairman Bruce Bush called to order the regular meeting of the Upper Saucon Sewage Treatment Authority at approximately 8:02 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
Ronald Reybitz - Asst. Secretary and Asst. Treasurer
Mark Sullivan – Treasurer

STAFF PRESENT:

Gary A. 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

VISITORS:

None

PUBLIC COMMENT:

None

MINUTES:

A motion was made and seconded to approve the meeting minutes for June 6, 2016 with the following revision:

- Remove the paragraph detailing an employee dismissal.

Motion passed unanimously.

CORRESPONDENCE COMMENTS:

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

UPPER SAUCONSEWAGE TREATMENT AUTHORITY CORRESPONDENCE

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

Date prepared or revised: 6/16/2016, 6/27/2016

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Date of letter: 5/9/2016 (letter was obtained after June meeting)

Letter from: Chris Cope, UST

Letter sent to: B. R. Patel, PADEP

Subject: 2016 Annual WET testing requirements for WWTP

(Included) with this letter are the results for the subject.

Copies of this report have been mailed to the DRBC.

Date of letter: 6/8/2016

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

Letter sent to: R Kassel, UST

Subject: Gannett Fleming

Regarding how the subject will be paid for their plant review. Since it was a budget item and since they submitted a proposal that was accepted by the Authority, GF would be paid per the proposal. Don't recall if the proposal had a pay schedule. How should payment be made? A lump sum at the end of the work? Periodic / monthly billings? Other? I suspect the Authority does not care exactly how as long as you and your office, are good with the procedure. Let me know what you want to do.

Date of letter: 6/9/2016

Letter from: Karl Schreiter, SEA

Letter sent to: Mr. Hillegass, Hillegass Concrete

Subject: WWTP - Dump Station Notice of Award

(Attached) is the Notice of Award for the subject work.

Date of letter: 6/10/2016

Letter from: Robert Kassel, UST (e-mail)

Letter sent to: Gary Brienza, Solicitor

Subject: Gannett Fleming

I'm thinking some type of periodic billing/payments would make sense. I will talk to Chris on Monday to understand the contract, its deliverables and the time frame a little better. Get back to you next week.

Date of letter: 6/13/2016

Letter from: C Cope, UST (e-mail)

Letter sent to: Robert Kassel, UST and Gary Brienza

Subject: Gannett Fleming

It appears that GF will be billing on a monthly basis (as appropriate).

The study/analysis report can be drafted within 3-4 months following the authorization pending timely submission of information by UST and equipment manufacturer's reps.

Date of letter: 6/13/2016

Letter from: Robert Kassel, UST (e-mail)

Letter sent to: Chris Cope and Gary Brienza

Subject: Gannett Fleming

Gary - will the Authority be approving the invoices before they are sent up to the Township for payment?

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Date of letter: 6/13/2016

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

Letter sent to: Robert Kassel and Chris Cope, UST

Subject: Gannett Fleming

Chris - see that the invoices are sent to you for adding to the month's agenda for approval by the Board.

Date of letter: 6/14/2016

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

Letter sent to: Karl Schreiter, SEA and Chris Cope, UST

Subject: Aeration System Modification

This will confirm our various discussions earlier today on this matter. Specifically you advised that a potential bidder called you at around 11 or later today well AFTER the mandatory pre bid meeting at 9 am. The representative of the possible bidder called ostensibly to ask, when was the meeting? You advised that it had already occurred. There was also some discussion that seemed to indicate that the potential bidder was now saying they had not been advised of the date and time of the pre bid meeting. Since then you have confirmed that Wendy from the UST office has confirmation that she sent out the pre bid meeting information to that possible bidder. As such, I have determined that we cannot accept, or even review, and bid from the at issue company SINCE they did not attend the mandatory pre bid meeting. I hope this helps and certainly if there are any other developments or additional facts, please contact me immediately

Date of letter: 6/22/2016

Letter from: Chris Cope, UST (e-mail)

Letter sent to: Bruce Bush and others

Subject: Sanitary Sewer Overflow

About 11:30am this morning a sanitary sewer overflow (SSO) was discovered at manhole #109A (in the overgrown field between I-78 and West Drive). Because this sewer easement was not maintained, access was difficult but Scott Miller, Bob Tierney, and John Guignet did an exceptional job getting to and unblocking this manhole. A nearby storm swale was also cleared of debris associated with this SSO. PaDEP was notified by phone at 12:12pm and a follow-up report will be included with the next Discharge Monitoring Report (DMR).

Date of letter: 6/23/2016

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

Letter sent to: Tom Beil, UST

Subject: Sale of Sewer EDU's to Coopersburg

You have not received any written comment or response from the Borough to the agreement you sent over to them last week.....but you got a call from Tim P. indicating his suggested compromise number below?

Note to Bruce: This matter should be discussed on 7/5 in Executive Session.

Note: Gary's e-mail included the following e-mail from Tom Beil to Gary; e-mail was dated 6/23/16

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(Attached) is the Tim P. /Bill Erdman letter. Here are the various options concerning the sale price of the EDU's:

1. Township Consultant - \$3,846.95
 2. Current Township Tapping Fee - \$ 3,140.00 / EDU
 3. Tim P. compromise - \$ 2,248.48 / EDU
 4. Bill Erdman's calculation - \$650.00 / EDU
 5. Current Borough Tapping Fee - about \$4000 / EDU
- Review this matter with the Authority at their next meeting on July 5th.

Date of letter: 6/23/2016

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

Letter sent to: Bruce Bush

Subject: Agreement to Purchase Sewer EDU's

(Gary forwarded an e-mail from Tom Beil to Timothy Paashaus from Coopersburg, dated 6/17/2016 which stated.....)

Please see (attached) draft agreement. I will call you next week to discuss.

Date of letter: 7/1/2016

Letter from: Karl Schreiter, SEA (e-mail)

Letter sent to: Bruce Bush

Subject: Modifications to Aeration System --- Contract #20A & 20B
Bid Review

On 6/30/2016 The USSTA reviewed bids for the concrete and repair and painting of the aeration system at the WWTP. The following bids were received:

Contract #20A – General Contract

--Walabax Construction Services, Inc. \$325,000.00

--Eastern Environmental Contractors \$258,800.00

--Derstine Company, LLC \$259,000.00

Contract #20B – Electrical

--Barry Hoffman Co. Inc. \$234,000.00

Based on our review of the bid documents:

--the low responsible bidder for Contract 20A is Eastern Environmental Contractors, Inc. This firm has completed satisfactory work for the Authority in the past and therefore we recommend that the Authority award this contract to this contractor pending review of the documents by the Solicitor.

--The low responsible bidder for Contract 20B is Barry J. Hoffman Co. Inc. This firm has completed satisfactory work for the Authority in the past and therefore we recommend that the Authority award this contract to this contractor pending review of the documents by the Solicitor. It must be noted that a second potential bidder, Eastern Environmental Contractors, In. did not submit a bid due to other project requirements.

Note: There were 8 contractors on the Bid List

*****end of correspondence list for July meeting

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SOLICITOR'S REPORT:

The Solicitor's Report dated July 5, 2016 was presented by Solicitor Brienza.

Solicitor Brienza had nothing to discuss.

ENGINEER'S REPORT:

Karl Schreiter, PE, presented Engineer's report dated July 1, 2016.

Mr. Schreiter said he received three bids on the general aeration system blower design. There was one bid for electrical work. Mr. Schreiter said the bids are within our budget. He recommends the general bid be awarded to Eastern Environmental Contractors and the electrical bid be awarded to Barry Hoffman, Inc. Solicitor Brienza reviewed the bids and found them to be appropriate.

On the jet vac dump station, Mr. Schreiter said that he needs to call the contractor to get an insurance certificate.

Mr. Schreiter said he will need two motions tonight to approve the bids for the aeration system blower work.

SUPERINTENDENT'S REPORT:

Mr. Cope said that one scum valve failed but they will not be able to fix it until more staff is available.

Mr. Cope is hoping the aerator will arrive next week.

Mr. Cope reported that most of the parts for the UV Building have arrived. We are just waiting on installation now.

There has not been a Bis(2-ethylhexyl) issue for the last six weeks.

Mr. Cope reported the plant is in good condition and is in compliance.

TREASURER'S INVOICE(S):

Treasurer Mark Sullivan submitted a report including a request for payment to the Authorities' Solicitor. The invoice totals \$1,935.00 for the Authority's approval and requests payment by Upper Saucon Township.

Motion was made and seconded to approve the treasurer's report as presented by the treasurer and for the payment of \$1,935.00.

Motion passed unanimously.

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MOTION (S):

Motion made and seconded to award Contract 20A – Modifications to Aeration System (General Contract) to Eastern Environmental Contractors, Inc. at a cost of \$258,800.00; Ref: SEA letter dated July 1, 2016.

Motion passed unanimously.

Motion made and seconded to award Contract 20B - Modifications to Aeration System (Electrical Contract) to Barry J. Hoffman Co., at a cost of \$234,000.00; Ref: SEA letter dated July 1, 2016.

Motion passed unanimously.

UNFINISHED BUSINESS:

A. Possible UST Ordinance for the purpose of adopting and enforcing the standards and regulations promulgated by the PA DEP which recommends that 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”.

A copy of the Lower Macungie Township Ordinance #2013-09 was given to each member of the Authority at the September meeting.

B. Waste Water Comprehensive Report -
Discussion on the status of the work.

Mr. Bush asked Mr. Cope for an update. Mr. Cope said he sent Gannett Fleming lots of data and they have come for a field visit so far.

C. Garage on Preston Lane -
Any action needed now for improvements?

Mr. Bush asked for an update. Mr. DeMatos asked Mr. Cope if he has anything to propose that should be included in 2017 budget planning. Mr. Cope said he is still thinking of what to do with this old building.

NEW BUSINESS:

13A. EXECUTIVE SESSION

Sale of EDU's to Coopersburg

This item was discussed in an executive session during the USTMA meeting earlier this evening.

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ANNOUNCEMENTS:

Next scheduled meeting of the Authority will be Monday, August 1, 2016 following the adjournment of the USTMA meeting, at the Water and Sewer Building.

ADJOURNMENT:

With there being no further business to discuss, the meeting of the Upper Saucon Sewage Treatment Authority was unanimously adjourned at approximately 8:15 pm.

Respectfully submitted,

Jack DeMatos,
Secretary

