

UPPER SAUCON SEWAGE TREATMENT AUTHORITY MINUTES

Meeting Held Monday, October 3, 2016

4774 Saucon Creek Road

Chairman Bruce Bush called to order the regular meeting of the Upper Saucon Sewage Treatment Authority at approximately 6:39 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

Mark Sullivan – Treasurer

Ronald Reybitz - Asst. Secretary and Asst. 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

MEMBERS ABSENT:

Joaquin (Jack) DeMatos - Secretary

VISITORS:

None

PUBLIC COMMENT:

None

MINUTES:

A motion was made and seconded to approve the meeting minutes for September 6, 2016 with the following amendment dollar amount:

Treasurer Mark Sullivan submitted a report including a request for payment to the Authorities' Solicitor. The invoice totals \$1,140.00 for the Authority's approval and requests payment by Upper Saucon Township.

Motion passed unanimously.

CORRESPONDENCE COMMENTS:

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

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(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: 9/26/2016, 9/28/2016, 9/29/2016

Date of letter: 9/7/2016

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

Letter sent to: Bruce Bush, Tom Beil and others

Subject: Aeration System Modifications, Contract 20A, Pay Request 1

(Attached) is pay request #1 for the above referenced project. Please process for payment.

Date of letter: 9/7/2016

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Modifications to Aeration System Contract, Pre-Construction Meeting Minutes

Subject meeting was held on 8/18/2016. (Attached) are the minutes on the meeting and the attendance list. Electronic copies of the minutes were sent to all attendees.

Date of letter: 9/26/2016

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

Letter sent to: Bruce Bush and others

Subject: WWTP Blower System Retrofit, Shop drawing submittals 3, 4, 6

(Attached) are reviewed submittals from Paragon. No copies of the submittals will be mailed.

Date of letter: 9/26/2016

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

Letter sent to: Bruce Bush and others

Subject: WWTP Blower System Retrofit Show Drawing submittal 11310-01

See (attached) review from Paragon. No additional paper copies will be mailed.

Date of letter: 9/27/2016

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

Letter sent to: Barry Hoffman and others

Subject: WWTP Blower System Retrofit, Reviewed shop drawings 1, 2, 5

(Attached) are electrical submittals that have been reviewed by Paragon.

Date of letter: 9/28/2016

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

Letter sent to: Bruce Bush

Subject: Modifications to Aeration System --- Contract #20B (Electrical) --- Payment Request #1

We reviewed Payment Application #1 as submitted by Barry J. Hoffman Inc. and dated 9/28/2016. This application covers mobilization, insurance, bonds and installation of the

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electrical duct bank on the site. We request that the authority make the following motion at the September 2016 meeting ---

Approve Payment request #1 from Barry J. Hoffman Inc. in the amount of \$17,550.00 and dated 9/28/2016. This is for work on the Modifications to Aeration System, Contract #20B. Ref: SEA's letter dated 9/28/2016.

Date of letter: 9/28/2016

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

Letter sent to: Douglas Muller, Eastern Environmental Contractors, Inc.

Subject: Modifications to Aeration System --- Contract 20A, Charge Order #1

This change order is to install a butterfly valve in the discharge line of each of the new aeration blower. The work is to be performed on a T & M basis with the total cost not to exceed the Change Order amount.

Amount of the change order is \$4,845.41.

Date of letter: 9/29/2016

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

Letter sent to: Barry Hoffman and others

Subject: WWTP Blower System Retrofit, Shop drawings 7A, 7B and 7C (Attached) are submittals as reviewed by Paragon Engineers.

*****end of correspondence for October meeting

SOLICITOR'S REPORT:

The Solicitor's Report dated October 3, 2016 was presented by Solicitor Brienza.

Solicitor Brienza had nothing to discuss.

ENGINEER'S REPORT:

Karl Schreiter, PE, presented Engineer's Report dated September 30, 2016.

Mr. Schreiter said he received a request for Change Order #1 from Eastern Environmental regarding Contract 20A. This is because Mr. Cope and Mr. Guignet requested the addition of three butterfly valves. Change Order cost is \$4,845.41.

Mr. Schreiter said he will need motions for Change Order #1 from Eastern Environmental and also for Payment Application #1 from Barry Hoffman Inc. for \$17,550.00.

Mr. Schreiter said work on the jet vac dump station is moving along and grading has started.

On the Electrical System Upgrade, Mr. Schreiter said Mr. Cope and Mr. Guignet are authorized to begin work and will meet with Paragon this week.

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Mr. Schreiter said they are continuing to work on the Act 537 plan. He is waiting on a database from Hanover that will determine houses in each service area.

SUPERINTENDENT'S REPORT:

Mr. Cope said grading for the jet vac dump station will be done this week.

Mr. Cope said they had a violation due to high coliform count on one day. He said this happened because the sample was taken without staff supervision. It would have been fine if a staff member was with them.

Mr. Cope said they are installing data bloggers on the blowers to prove electric use is low. He explained there is a state grant and possible electric rebate if low electric use is proven.

TREASURER'S INVOICE(S):

Treasurer Mark Sullivan submitted a report including a request for payment to the Authorities' Solicitor. The invoice totals \$1,845.00 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 \$1,845.00.

Motion passed unanimously.

MOTION (S):

Motion was made and seconded to approve Change Order #1, Modifications to the Aeration System, Contract #20A for a total not to exceed \$4,485.41; Ref: SEA Engineering Report dated September 30, 2016.

Motion passed unanimously.

Motion was made and seconded to approve Payment Request #1 from Barry Hoffman Inc. for Contract #20B, Modifications to Aeration System in the amount of \$17,550.00; Ref: SEA letter dated September 28, 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".

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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. Cope said Gannett Fleming will be back on site soon to collect more data.

C. Garage on Preston Lane -

Any action needed now for improvements?

Mr. Cope said he spoke with Mr. Beil. Mr. Beil is going to complete a comprehensive plan for this.

NEW BUSINESS:

None

ANNOUNCEMENTS:

Next scheduled meeting of the Authority will be Monday, November 7, 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 6:52 pm.

Respectfully submitted,

Ronald Reybitz,
Asst. Secretary