

MEETING AGENDA  
Upper Saucon Township Municipal Authority  
(USTMA)

Monday, January 12, 2015 @ 6:30 PM  
Location: Upper Saucon Township Water and Sewer Building

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1. **Call Meeting to Order -**
  - A. Pledge of Allegiance
  
2. **Roll Call - Members of the Authority and Appointed Professionals**
  - Bruce Bush - Chairman
  - Mindy Moore - Vice Chairwoman
  - Joaquin (Jack) DeMatos - Secretary
  - George Thomas - Treasurer
  - Ronald Reybitz - Asst. Secretary and Asst. Treasurer

**Reorganization**

A. Officers for 2015 -

Elect Chairman

Consideration of a motion to elect \_\_\_\_\_ as Chairman of the USTMA

Elect Vice Chairman

Consideration of a motion to elect \_\_\_\_\_ as Vice Chairman of the USTMA

Elect Secretary

Consideration of a motion to elect \_\_\_\_\_ as Secretary of the USTMA

Elect Treasurer

Consideration of a motion to elect \_\_\_\_\_ as Treasurer of the USTMA

Elect Asst. Secretary/Treasurer

Consideration of a motion to elect \_\_\_\_\_ as Asst. Secretary/Treasurer of the USTMA

B. Appointments for 2015 -- Nominations for and then election of the appointments:

Solicitor -

Suggestion - Gary Brienza

Firm - Peters, Moritz, Peischl, Zulick, Landes and Brienza

Engineer -

Suggestion - Karl Schreiter

Firm - Schreiter Engineering Associates

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Auditor -

Suggestion - Reinsel, Kuntz, Leshner, LLP

(To conduct the annual audit of the records of the Authority. This firm is also the Auditor for UST)

C. Set meeting dates and time -

---First Monday of each month with the exception of the September meeting which will be held on Tuesday, September 8, 2015.

---Time of meeting - 6:00 PM

3. **Notification Announcement** - All public sessions of the Upper Saucon Township Municipal 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 members of the Authority.

4. **Public Comment** - Public may comment on any item on the Agenda or items not appearing on the Agenda.

NOTE: All citizens/visitors must sign the "speaker sign-in sheet" at the front desk if they want to address the Authority during this portion of the meeting.

5. **Approval of the Minutes** -

A. Approval of the draft of the December 2014 Meeting Minutes

6. **Correspondence Comments** - Authority members may comment on the correspondence packets and/or the "Summary" which they received.

7. **Solicitor's Report** - Gary Brienza (Peters, Moritz, Peischl, Zulick, Landes & Brienza LLP) will discuss the matters he is working on. Gary will also submit a confirming written report.

8. **Engineer's Report** - Karl Schreiter PE, DEE (Schreiter Engineering Associates Inc. - SEA) will discuss the matters he is working on. Karl will also submit a confirming written report. (A copy of Karl's report was sent to each member of the Authority by the Chairman.)

9. **Superintendent of the UST Water and Wastewater Department's Report** - Chris Cope will discuss the matters affecting the Sewage Treatment System. Chris may also submit a confirming written report.

10. **Treasurer's Report**

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### 11. **Motions Required**

- A. 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.
- B. Consideration of a motion to approve Payment Request #2 from National Water Main Cleaning Co Inc for work performed under Contract #26, Install Cured In-Place Fiberglass Pipe Liners in Sanitary Sewers. Amount of the request is \$5,260.00. Ref: SEA's letter dated 1/9/2015.

### 12. **Unfinished Business -**

- A. Unconnected Sewer Analysis  
Reference SEA's letter dated 1/8/2014. Study identified 53 potential properties that should be connected to the sanitary sewers.
- B. Sewer Tapping Study – update
- C. Do we still need two Authorities? Gary Brienza to do research on the question. (Ref: Thomas Beil's e-mail to Gary dated 11/7/2014)

### 13. **New Business**

- A. Bidding Thresholds Increase - Effective 1/1/2015  
Pennsylvania Department of Labor announced the bidding thresholds for 2015. They are:  
Purchases and contracts below \$10,500 require no formal bidding or written/telephonic quotations  
Purchases and contracts between \$10,500 and \$19,400 require three written/telephonic quotations  
Purchases and contracts over \$19,400 require formal bidding

### 14. **Courtesy of the Floor**

### 15. **Announcements -**

- A. Next scheduled meeting of the Authority will be Monday, February 2, 2015 at 6:30 PM at the Water and Sewer Building.

### 16. **Adjournment**