

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES
Meeting Held Monday, January 12, 2015 4774 Saucon Creek Road

Chairman Bruce Bush called to order the meeting of the Upper Saucon Township Municipal Authority at 6:30 PM in the public meeting room of the Upper Saucon Township Water and Sewer Department office building.

NOTIFICATION:

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 Authority.

PLEDGE OF ALLEGIANCE:

Chairman Bruce Bush invited all in attendance to stand and recite the "Pledge of Allegiance."

MEMBER 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
Christopher Cope, UST Director of Water and Sewer Resources
John Guignet, UST Assistant Director of Water and Sewer Resources
Joseph Lynn, transcriber

REORGANIZATION - YEAR 2015

OFFICERS

A motion was made and seconded to appoint the same officers for 2015 as were for 2014. Motion passed unanimously.

A motion was made and seconded to approve the same professional appointments for 2015 as were for 2014 and to change meeting times to 6:00 PM on the first Monday of the month, except for September, on which meeting would be on the second Monday at 6:00 pm.

VISITORS:

None

PUBLIC COMMENT:

None

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MINUTES:

Board reviewed comments in draft of December's minutes regarding proposed sale of development rights of Locust Valley Golf Club to Upper Saucon Township. Mr. DeMatos said he believes the sale would be unlikely.

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

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

Upper Saucon Township Municipal Authority Correspondence for January

(Note: This is the Chairman's summary of the contents of the letters listed below. For more information, the actual letter must be read)

Date list was prepared - 12/20/2014, 12/29/2014, 12/30/2014, 1/6/2015, 1/8/2015

Date of letter: 12/1/2014

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

Letter sent to: R Miller, Livengood Exc.

Subject: Oakhurst Drive low pressure sewer

(Here) are the approved submittals for the subject project.

Date of letter: 12/1/2014

Letter from: Karl Schreiter, SEA

Letter sent to: Joanna Slagle, UST

Subject: Alta Building

Coopersburg Sports, Inc

Water Consumption Review

We reviewed the water consumption at the Alta Building located at the intersection of Saucon Valley road and Saucon Creek Road. We understand that Coopersburg Sports, Inc. is moving from the Borough to occupy unused space in this building. We requested Coopersburg Sports to provide one year of water use to determine their current water consumption rate. Based on the data their current maximum usage is 292 gpd of water which relates to 1.66 edu's. Therefore they must purchase 2 additional edu's for occupying the space at the Alta Building.

Date of letter: 12/2/2014

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

Letter sent to: Sandra Diacogiannis, UST

Subject: 2015 Meetings

Other than the reorg meeting (second Monday and the day after Labor Day for September meeting) our meetings will remain the first Monday of the month in 2015. The start time will be moved to 6 PM from 6:30 PM....this will take effect after the vote at the reorg meeting.

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Date of letter: 12/12/2014

Letter from: Shannon Reinhart, Allentown Comfort Suites (e-mail)

Letter sent to: Bruce Bush

Subject: Lodging

I'm looking to offer a great discounted lodging rate here at my hotel for any contractors that may be selected to work on the Influent Pump Station Modifications. The discount I can offer depends on the length of the project and amount of rooms needed but will range from 20% to 60% off our regular rates. Please pass along this information to whoever is working with the contractors.

Date of letter: 12/15/2014

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Traditions of America Subdivision

Review of Material Submittals

Pre-Construction Meeting

(Attached) is a copy of the minutes of the meeting held on 12/11/2014. Also a copy of the attendance list is (enclosed).

Highlights of the minutes:

Notice to proceed - to be issued

Starting date - to be determined

Time to complete - not available

Approved plans - the plans are currently being revised

Other - Contractor must check manholes to assure that channels are uniform with smooth sides.

-All sewers must be flushed and cleaned before video inspection by Township staff. TV inspection will then be used to confirm uniform slope of pipe segments. All sewers must be cleaned and televised before paving roads. Inspection work should be completed just prior to paving activities.

-Both the Contractor and Developer were briefed on the Authority's inspection requirements regarding repairs and acceptance of sewers under the Authority's flushing program.

A list of the approved material submittals to date was enclosed with the minutes.

Date of letter: 12/15/2014

Letter from: Karl Schreiter, SEA

Letter sent to: Joanna Slagle, UST

Subject: Traditions of America

Escrow Cost Estimate Review

We completed our review of the Traditions of America (Phase 1) as prepared by Rettew.

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We concur that the estimates as presented can be used as a basis for escrow funds required by the Developer's Agreement with the Township and Authority. (Attached) is a copy of the estimate as provided by the Contractor.

Total amount - \$831,908.37

Date of letter: 12/15/2014

Letter from: Karl Schreiter, SEA

Letter sent to: Joanna Slagle, UST

Subject: Posh Properties

Sketch Plan Review

We reviewed the Sketch Plan, Proposed Office Space and Daycare facility as prepared by Bohler Engineering dated 12/8/2014.

Proposed project will be built in the area northeast corner of the intersection of Saucon Creek Road and East Saucon Valley Road. Project will include a proposed 14,000 sf office building and a 10,000 sf daycare facility. The plan indicates that an existing residence will be demolished as part of the project.

Proposed buildings must utilize the existing sewer main that is located north of the proposed development project. The area is serviced by the Old Bethlehem Pike pumping station and the Industrial Park Interceptor.

Once the flow projections are obtained from the Developer and their Engineer, we will be able to evaluate their impact on the available capacity in USTMA and USSTA facilities.

Date of letter: 12/18/2014

Letter from: Scott Pino, Coopersburg Sports (e-mail)

Letter sent to: Karl Schreiter, SEA

Subject: (Coopersburg Sports)

There is a misunderstanding.....

We are only moving the factory business usage, not the offices. So it is not right we are being charged for 2 edu's. This is an entirely new company.

We certainly will not have more usage than what Alta has with one edu on their side of the building. Call me to discuss.

Date of letter: 12/19/2014

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

Letter sent to: Scott Pino, Coopersburg Sports

Subject: (Coopersburg Sports)

It was our understanding that you were moving the business now located in the Borough to this location. As a result, we used your existing water use in the Borough to determine your charges. If it is not the same business, then, you must detail to us what will be done at the new location and what your estimated water use will be for the business. Also, you must tell us why it is different from your present operation. I will be in the office most of the day if you want to discuss.

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Date of letter: 12/19/2014

Letter from: Karl Schreiter, SEA

Letter sent to: Joanna Slagle, UST

*Subject: DeSales University - Athletic Field Improvements Area
Final Plan Review*

We reviewed the (final plan) Athletic Facilities, DeSales University as prepared by Barry Isett & Associates, Inc dated 12/6/2014.

We have no further comments on the plans. The University will need to submit a Township Planning Module for the project.

Date of letter: 12/22/2014

Letter from: Gary Brienza, Solicitor

Letter sent to: Shafiq Sheikh, Scottish Inns

Subject: Center Valley Mobile Home Park Sewage System

(This letter was to inform Mr. Sheikh that correspondence from Karl Schreiter regarding a piece of certified mail which was not signed for therefore not received by the addressee. Karl's letter was in regards to the questionnaire to be completed by the recipient for information needed for the annual submission by UST of the Chapter 94 Report. Gary closes the letter with a statement that if Sheikh fails to provide the requested information UST may need to proceed with action of very stringent penalties.)

Date of letter: 12/23/2014

Letter from: Karl Schreiter, SEA

Letter sent to: Robert Ciccone, RGC Development

Subject: 2015 Annual Supplemental Repair/Installation of Gravity Sanitary Sewers and Water Distribution Facilities

Notice of Award

The UST BOS at their meeting of 12/22/2014 has issued a Notice of Award for the subject contract.

Date of letter: 12/23/2014

Letter from: Karl Schreiter, SEA

Letter sent to: Joanna Slagle, UST

Subject: Borough of Coopersburg

Cooper Farm Subdivision

We reviewed the PADEP Sewage Planning Module for Cooper Farms as prepared by Van Cleef Engineering Associates Inc dated 12/12/2014.

Proposed subdivision will be built in the Borough along Gun Club Road between West State Street and Mill Road. The subdivision will consist of 7 residential units.

This subdivision will utilize 7 of the Borough's 70 future connections.

We recommend that the USSTA and USTMA approve this Planning Module.

Date of letter: 12/23/2014

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*Letter from: Karl Schreiter, SEA
Letter sent to: Rob Miller, Livengood Excavators Inc
Subject: Traditions of America Subdivision
Review of Material Submittals
(Karl gave his approval for the items listed in the contractors submittal dated 12/22/2014)*

*Date of letter: 12/23/2014
Letter from: Karl Schreiter, SEA (e-mail)
Letter sent to: Scott Pino, Coopersburg Sports
Subject: Coopersburg Products
I (attached) an application as requested. Please complete and return to this office.*

*Date of letter: 12/29/2014
Letter from: Scott Pino, Coopersburg Products
Letter sent to: Karl Schreiter, SEA
Subject: EDU Connection, water usage
We inadvertently sent you two water bills form the locations at 116 E. Station Ave and 120 E. Station Ave in Coopersburg.*

Coopersburg Sports has sold its assets and a new start up, Coopersburg Products is moving onto the Alta Building. We will only employ about 12 individuals and have no significant water usage as part of our day to day operations other than sinks and bathroom usage. We are a distribution warehouse with some printing and decoration of our products. I'm sure we do not need 2 edu hook ups for this new start up business.

*Date of letter: 12/29/2014
Letter from: Karl Schreiter, SEA (e-mail)
Letter sent to: Chris Cope, UST
Subject: New Hopewell Elementary School -- Final IPP Permit
(Attached) is the final executed permit for the new school.*

*Date of letter: 1/5/2015
Letter from: Karl Schreiter, SEA
Letter sent to: Bruce Bush
Subject: Install Cured In-Place Fiberglass Pipe Liners in Sanitary Sewers
Contract #26
Review of Repair Work
We completed a review of the work completed by the Contractor to date.
This review was based on video of each repair site provided by the Contractor.
Contractor installed repair sleeves at the following locations:
(16 locations were named. 29 repair segments. The streets included Hawthorne Drive, Laurel Lane, East Valley Road and Mill Road)*

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Additional work that was completed included four repairs in the sewer segment between MH#646 -- MH#647 located off Mill Road. This was required to address potential issues with the stream crossing under Mill Creek.

Date of letter: 1/9/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Install Cured In-Place Fiberglass Pipe Liners in Sanitary Sewers

Contract # 26

Payment Request #2

We reviewed and approve Payment Application #2 submitted by National Water Main Cleaning Co. Inc. dated 12/30/2014.

Amount requested -- \$ 5,260.00

Balance to Finish project -- \$ 3,945.00

Total approved contract amount -- \$ 42,080.00

Contractor completed 29 spot repairs and we have reviewed the video inspections of the work.

******end of correspondence list for January meeting*

SOLICITOR'S REPORT:

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

Regarding Pierpont-Slater Properties, Atty. Brienza will be inquiring with Sharyn Heater's replacement in the following week. He had sent out easement for execution several years ago but never received a reply or an executed easement.

Regarding Center Valley Mobile Home Park, Atty. Brienza received a response from owner regarding a request under 42R regulation. Owner responded regarding status of the sewer system. Atty. Brienza found response not very informative, but provides more than lack of response in previous years. Owner expressed ignorance about details of the private sewer system. Mr. Schreiter said owner is responsible to know the details of the private system. Mr. Schreiter will send the copy of the owner's response to DEP. Atty. Brienza believes inadequacies of owner's response should not be challenged in district court. Mr. DeMatos explained the Center Valley Mobile Home Park has declared bankruptcy. Atty. Brienza said bankruptcy makes it inappropriate to sue under 42R.

Regarding Brinley Easements, Atty. Brienza stated Brinley developer was seeking to get waivers from the Off Line Flow Equalization by obtaining edu's from Locust Valley Golf Course (LVGC). Mr. Schreiter explained LVGC has been allotted 122 edu's. Robert Ashford (LVGC) wanted to propose a conservation easement to restrict development for parts of the land. According to Mr. Ashford's proposal, this would be a

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benefit to Coopersburg Borough and Brinley Court. This would require Coopersburg Borough, Brinley Court and Upper Saucon Township to contribute money totaling two million dollars for a conservation easement. Gary Brienza and Tom Beil concluded that a specific and comprehensive proposal should be placed on the table to create a framework for expedited discussions leading to the purchase of development rights/conservation easement on the LVCG. Mr. DeMatos explained the Upper Saucon Township Board of Supervisors did not have a recent appraisal of Locust Valley Golf Course because Mr. Ashford refused the idea of a new appraisal. At that point, the owner of the LVGC decided he wanted to sell LVGC to developer. Atty. Brienza explained there will be a meeting with Brinley developer and Upper Saucon Township Manager, Tom Beil and USTMA staff.

ENGINEER'S REPORT:

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

Regarding Oakhurst Drive Extension, Mr. Schreiter explained the contractor, Livengood, appears behind schedule in work. He estimates that, according to contract, work should be completed in April, 2015. Mr. DeMatos suggested Mr. Schreiter call a job meeting at which contractor must present a schedule of work to be completed. Mr. Schreiter agreed to this.

Mr. DeMatos explained that Pidcock Company has not been reappointed as Township Engineer. The new appointee is Hanover Engineering.

SUPERINTENDENT'S REPORT:

Staff has been doing meter reads and vehicle maintenance.

TREASURER'S REPORT:

Treasurer George Thomas submitted a Treasurer's report dated January 12, 2015. He reported that at end of last meeting balance of account was \$2,700.50. The account earned interest of \$.94. Mr. Thomas wrote checks for a total of \$260.00. The beginning balance for the period ending February 2, 2015 was \$2,441.44.

A Motion was made and seconded to approve the report as submitted by Treasurer. Motion passed unanimously.

MOTION (S):

A motion was made and seconded 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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A motion was made and seconded 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.

Motion passed unanimously.

A motion was made and seconded to approve payment of the membership fee of \$200.00 to Pennsylvania Municipal Authorities Association as billed on December 15, 2014.

Motion passed unanimously.

OLD BUSINESS:

Regarding Sewer Tapping Study, Mr. Schreiter said Mr. Tom Beil wanted to wait until the new budget has been adopted.

NEW BUSINESS:

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.

ANNOUNCEMENTS:

Next regular meeting of the Upper Saucon Township Municipal Authority is scheduled for Monday, February 2, 2014 @ 6:00 PM at the Water and Sewer Building.

ADJOURNMENT:

With there being no further business to discuss, the meeting of the Upper Saucon Township Municipal Authority was unanimously adjourned at approximately 7:30 pm.

Respectfully submitted,

Jack DeMatos,
Secretary