

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES
Meeting Held Monday, March 2, 2015 4774 Saucon Creek Road

Chairman Bruce Bush called to order the meeting of the Upper Saucon Township Municipal Authority at 6:00 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
Ronald Reybitz - Asst. Secretary and Asst. Treasurer

MEMBER ABSENT:

George Thomas - 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

VISITORS:

Michael French 2131 & 2183 Oakhurst Drive, Center Valley, PA
Sherri Beck 2131 & 2183 Oakhurst Drive, Center Valley, PA

PUBLIC COMMENT:

Mr. French and Ms. Beck live at 2131 Oakhurst Drive and came to discuss sewage service at the above addresses. Ms. Beck owns lot at 2183 Oakhurst Drive and wishes to sell it. She wanted to be sure the property will be able to connect to sewer service. Mr. Cope had spoken with the two residents before the meeting and assured them the property will be able to use the Township's sewer service. Mr. French and Ms. Beck accepted this assurance.

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MINUTES:

There were no meeting minutes for February, 2015, since meeting was canceled because of weather. A motion was made and seconded to table minutes from January 2015 meeting to allow an amendment to Solicitor's report.

Motion passed 4 - 0.

Upper Saucon Township Municipal Authority Correspondence for February meeting. February meeting was cancelled due to inclement weather.

(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 - 1/18/2015, 1/27/2015

Date of letter: 1/13/2015

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

Letter sent to: Tom Beil, UST

Subject: Authority Structure

Will confirm our conversation from earlier today.....after review, legal research and discussion with the USTMA/USSTA, it appears that going through with the process which would be necessary to "close out" one of the two Authorities, is not worth the effort/time money. As we discussed, the process itself is not difficult, but we would have to modify the NPDES Permit, various lease back and inter-municipal agreements, etc. Based upon the discussion with the Authorities last evening, the members indicated that they would prefer to leave things at the status quo. You have also indicated that this is best. As such, I will not be taking any further action on this project unless directed otherwise in the future.

Date of letter: 1/13/2015

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

Letter sent to: Sandy Diacogiannis, UST

Subject: 2015

The Authorities adopted the calendar for 2015 whereby all meetings (other than last night and September) will be on the first Monday of each month with a start time of 6 PM. This is obviously ½ hour earlier than in prior years. Also, all officers were kept the same for next year as was for 2014. Finally all professionals from prior years were retained and reappointed.

Date of letter: 1/13/2015

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

Letter sent to: Bruce Bush

Subject: Burgery

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Spoke with Tom Beil earlier today.....he was unaware of any activity/development at the Burgery site.

Date of letter: 1/13/2015

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

Letter sent to: J Slagle, UST

Subject: Easement Agreement (Pierpoint Slater)

The (attached) easement was prepared by me back in 2003. I have no record of it being signed or anything being done with it thereafter....Karl recalls that the plans called for an easement as well as dedication of the line to UST....we do not think that the dedication occurred either. About 2-3 years ago, the popped up on the radar and Sharyn Heater was to look into the status of the easement and dedication of the lines. I do not know what, if any, success she had in this.....can you see what you can find out? At the very least we should probably close the loop on this if we can.

Date of letter: 1/14/2015

Letter from: Joanna Slagle, UST (e-mail)

Letter sent to: Gary Brienza, Solicitor

Subject: PierPoint Slater

Did some digging.....I have an original signed plan set from 2003, which includes a sewer plan, the Improvements Agreement and Letter Of Credit. That is about it.

Date of letter: 1/14/2015

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

Letter sent to: C Cope, UST

Subject: Oakhurst Drive Low Pressure Sewer

Spoke with Rob Miller from Livengood Excavators today and he informed me that Zimmermann Boring and Drilling will not be able to start on the project until mid-February at the earliest. He did say that he will look for another subcontractor but did not sound optimistic.

Letter dated: 1/15/2015

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

Letter sent to: Joanna Slagle, UST

Subject: PierPoint Slater

Confirm if the developer/owner was to dedicate the lines to USTMA/USSTA or UST per the terms of the improvements agreement. Is Karl's recollection accurate that the easement was called for on the plans? Or even via the Improvements Agreement? If so, to those it would seem that none of those things happened?

Date of letter: 1/16/2015

Letter from: Joanna Slagle, UST (e-mail)

Letter sent to: Gary Brienza, Solicitor

Subject: PierPoint Slater

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Here what I have:

-A signed set of Plans which depict an off-site 20' sanitary sewer easement area to be dedicated to the Township which is identified by a call-out but there is no easement language or plan note on any of the sheets.

-A signed Improvements Agreement and Resolution of Approval, which reference the plan set and sheets generally. However, the agreement does not specifically call out an off-site sewer easement area or include any easement language.

So in short, the easement is drawn on the plan but there is no other record of it in my files and there's nothing in my files that indicates that the easement was actually dedicated.

Date of letter: 1/16/2015

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

Letter sent to: Joanna Slagle, UST

Subject: PierPoint Slater

There should be follow-up to have the dedication/easement finalized...or do we let it alone? If we try to push this, is the current owner of the property that same as way the owner/developer back when the Improvements Agreement was done? If there if there is to be follow-up to try to get this completed after 11 plus years, who is to do it?

Date of letter: 1/16/2015

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

Letter sent to: Gary Brienza, Solicitor

Subject: Oakhurst Drive Low Pressure Sewer

According to Karl's Notice to Proceed letter, the project is to be completed by 3/26/2015 (150 days from the Notice).

Date of letter: 1/16/2015

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

Letter sent to: C. Cope, UST

Subject: Oakhurst Drive project

So a mid - February start would still be problematic?

Date of letter: 1/16/2015

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

Letter sent to: Gary Brienza, Solicitor

Subject: Oakhurst Drive Low Pressure Sewer

They claimed that they would be able to do the entire project in a month so, yes; anything later then a mid-Feb. start would appear to be an issue meeting the contract deadline.

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Date of letter: 1/16/2015

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

Letter sent to: C. Cope, UST

Subject: Oakhurst Drive Low Pressure Sewer

If you agree that it is feasible for them to get done in a month....my suggestion would be we do a letter confirming what they have said....and gently reminding them of the completion date.

Date of letter: 1/16/2015

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

Letter sent to: Gary Brienza, Solicitor

Subject: Oakhurst Drive Low Pressure Sewer

Agree a letter is a good idea. I will let you and Karl hash it out as to who sends the letter.

Date of letter: 1/16/2015

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

Letter sent to: C. Cope, UST

Karl Schreiter, SEA

Subject: Oakhurst Drive Low Pressure Sewer

I nominate Karl since you have a better handle on the day-to-day facts with me reviewing it before it gets sent out.

Date of letter: 1/16/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Thomas Beil, UST

Subject: 2014 Annual Supplemental Maintenance Repair and Installation of Gravity Sewer

Payment Request #4

Attached invoice from RGC Development LLC, dated 12/22/2014 for \$30,866.75 is for the cost of installing a new driveway at 5058 Bowood Street that was needed as a part of the Afton Village project. Also, a portion of the invoice represents the cost for restoration of PennDOT roadways at several water main break locations. The cost breaks down as follows:

-Driveway installation - \$4,815.75

-Road Restoration - \$26,051.00

We recommend the Township approve this invoice for payment.

Date of letter: 1/23/2016

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

Letter sent to: Chris Cope, UST

Subject: NBI Quarterly Status Report

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(Attached) is the quarterly report for the NBI. Two copies must be sent to PADEP before 1/30/2015.

Date of letter: 1/23/2015

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

Letter sent to: Bruce Bush

Subject: Brinley Court - Sewer Issues

(Gary sent Bruce a copy of an e-mail from Tom Dinkelacker to Robert Gundlach regarding the subject. The e-mail was dated 1/23/2015)

A summary of Tom's 1/23/2015 e-mail:

I met with Karl, Gary and Tom yesterday. Had a long meeting to review alternatives to the OLFE and we drove/viewed the routes of potential alternatives. We also met with Tim Paashaus of the Borough to get his input. The following are the alternatives that we felt are not practical, and we invite Fred and Karl to meet to review same, look at the routes and discuss potential costs.

- 1. Construct a force main through the Borough, cross Route 309 and tie into an existing manhole at Tilley's Nursery.*
- 2. Gun Club Road pump around the FM. Pump around would be extended to the Mill Creek Interceptor.*
- 3. Limited pump around for wet weather flows.*

I think the township and the Borough would prefer option1, but our preference is not determinative.

(Note: Trust Karl will review the alternatives in detail at the February Authority meeting)

Date of letter: 1/23/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Joanna Slagle, UST

Subject: Southern Lehigh School District

Plan Review

We reviewed the document -- New Elementary School as prepared by KCBA Architects and Barry Isett and Associates, dated 11/4/2014 with revisions through 1/6/2015.

Only comment Karl had was the entire existing lateral including all manholes should be demolished as part of the project. The sewer lateral connection at MH#150 should be sealed and the manhole must be completely repaired (Ref: Sheet 3 of 31; Demolition Plan).

Date of letter: 1/26/2015

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

Letter sent to: Bruce Bush

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*Subject: 2014 Spot Repair Contract - Review of Work
We have viewed the video tapes of each of the repair sites as provided by the contractor. The contractor has completed all work associated with the subject contract.*

(The letter listed the 18 locations which had work performed and the number of repairs in segment)

******end of correspondence for February meeting*

Upper Saucon Township Municipal Authority Correspondence for the March meeting

(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 - 2/11/2015, 3/2/15

*Date of letter: 1/30/2015
Letter from: Karl Schreiter, SEA
Letter sent to: Bruce Bush
Subject: Install Cured In-Place Fiberglass Pipe Liners in Sanitary Sewers
Contract #26
Certified Payroll*

(Attached) is the Weekly Payroll Certification for payroll week ending 12/6/2014. Based on our review of the information provided by the contractor they are certified by the contractor to be in compliance with the prevailing Wages Project Rates as contained in the contract.

*Letter dated: 2/6/2015
Letter from: Karl Schreiter, SEA
Letter sent to: Joanna Slagle, UST
Subject: Borough of Coopersburg
Cooper Farm Subdivision
Per conversation with David Walbert of PADEP we must provide flow data for the PADEP Planning Module associated with the Cooper Farms Subdivision in Coopersburg.*

*This subdivision will utilize seven of these allocated connections (allocated 70).
Karl then listed the flow values to document capacity availability.
Karl also included with the letter a Summary of Unallocated Connections which is part of the South Branch Interceptor Corrective Action Plan.
The summary shows the Township has used all of its available connections.
The Borough has 35 remaining connections.*

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Date of letter: 2/6/2015

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.

Based on the water consumption data provided by the City of Bethlehem it appears that the current water consumption at the building is between 1-2,000 gallons per month. Based on a five day work week, this is about 50-100 gpd.

Coopersburg Sports will have 12 employees at the building. Based on a water consumption of 10 gpd per employee this would add about 120 gpd of water consumption. The total estimated consumption would be 170-250 gpd. This would be equal to two edu's.

Since they purchased one edu when the building was constructed, the building owner must purchase one additional edu for the building to house Coopersburg Sports, Inc.

Date of letter: 2/23/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Joanna Slagle, UST

Subject: Borough of Coopersburg

Cooper Farm Subdivision

Site Plan Review

We completed a review of the Site Plan for Cooper Farms dated 8/4/2014.

Based on our review of the Plan we concur with the method of connection of the seven proposed units to the existing Township sewers in the area.

Date of letter: 2/24/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Joanna Slagle, UST

Subject: Southern Lehigh School District

Plan Review

We reviewed the Plan dated 11/4/2014 with revisions through 2/10/2015.

(Karl had no comments on the Plan revisions.

******end of correspondence for March's meeting*

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SOLICITOR'S REPORT:

Solicitor Gary A. Brienza, Esquire presented his report dated March 2, 2015.

Atty. Brienza noted he had received no executed easement for the Pierpont -Slater Properties. He explained that Township's Community Development Director Joanna Slagle noticed the execution of the easement is part of the recorded development plan. He is not sure who would now be the proper authority to execute the easement. He requested guidance from the Board. A consensus was reached to have Atty. Brienza research the matter further.

Regarding Brinley Easements, Atty. Brienza and Mr. Schreiter agreed meetings have not yet produced a final plan to reroute the sewer for the project. Atty. Brienza noted that Coopersburg Borough had been represented at the meetings.

ENGINEER'S REPORT:

Karl Schreiter, PE presented Engineer's reports dated January 30 and February 27, 2015.

Mr. Schreiter noted contractor for Oakhurst Drive Sewer Extension did not start on March 2, 2015 as planned.

Regarding Installing Cured In Place Pipe Liners, Mr. Schreiter said this coming year that USTMA may buy equipment and do work in-house with USTMA staff. Mr. Cope agreed the plan is plausible if weather cooperates. Mr. Schreiter noted automatic meter reading may make more staff available for this work through time savings. Mr. Schreiter said there would be flexibility in performing the work, including fixing most needed lines on a priority basis. Mr. Cope said work would require training USTMA staff. Mr. DeMatos requested Schreiter add up all additional costs in doing the work with USTMA staff.

Regarding Sunset Drive/Ackerman's Lane Sewer Design, Mr. Schreiter noted properties will need sewers in front of houses, with sewers ten feet deep or deeper. Mr. Cope noted order of work would be Preston Drive, Ackerman's Lane a year later and then Sunset Drive the next year.

Regarding Chestnut Hill Sewer Extension, Mr. Guignet noted homeowner Fritzinger expects to have plumber start work in Spring.

SUPERINTENDENT'S REPORT:

Mr. Cope explained his staff has been busy working on salting roads and dealing with snow. He is preparing for Oakhurst Drive and Preston Drive projects. He reported there will be a new clerk in Water and Sewer office on March 16, 2015.

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TREASURER'S REPORT:

Assistant Treasurer Ron Reybitz submitted Treasurer's report dated March 2, 2015. The beginning balance for the period ending April 6, 2015 was \$2,225.93. 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 Payment Request No. 3 for Install Cured In Place Fiberglass Pipe Liners in Sanitary Sewers Contract #26 for \$3,945.00; Ref: SEA letter dated January 28, 2015.

Motion passed unanimously.

OLD BUSINESS:

Regarding Sewer Tapping Study, Mr. Schreiter explained he met with members of consulting firm and reviewed requirements.

NEW BUSINESS:

None

ANNOUNCEMENTS:

Next regular meeting of the Upper Saucon Township Municipal Authority is scheduled for Monday, April 6, 2015 @ 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 6:57 pm.

Respectfully submitted,

Jack DeMatos,
Secretary