

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, July 6, 2015

4774 Saucon Creek Road

Chairman Bruce Bush called to order the regular meeting of the Upper Saucon Township Municipal Authority at approximately 6:00 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 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.

MEMBERS PRESENT:

Bruce Bush – Chairman
Mindy Moore - Vice Chairwoman
Joaquin (Jack) DeMatos - Secretary
Ronald Reybitz - Asst. Secretary and Asst. Treasurer
George Thomas - Treasurer

STAFF PRESENT:

Gary Brienza, Esquire, Solicitor
Karl E. Schreiter Jr. P.E., Engineer
Chris Cope, UST Director of Water and Sewer Resources

VISITORS:

None

PUBLIC COMMENT:

None

MINUTES:

A motion was made and seconded to approve the amended meeting minutes for May 4, 2015 with the following amendments from Solicitor Brienza:

It was discussed that the Township's 537 plan should be updated. It was agreed/discussed that Karl Schreiter would propose to the Township that a 537 plan amendment be authorized to be included in the budget for the year 2016. The Board confirmed that the amendment to the 537 plan should be fully completed during 2016.

Motion passed 3-0 with Ms. Moore and Mr. Thomas abstaining.

A motion was made and seconded to approve the amended meeting minutes for June 1, 2015 with the following amendments proposed by Mr. Bush:

Under Notification Announcement: Replace Sewage Treatment Authority with Municipal Authority.

Motion passed 4-0 with Ms. Moore abstaining.

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CORRESPONDENCE COMMENTS:

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

Upper Saucon Municipal Authority Correspondence for July Meeting (NOTE: This is a summary of the correspondence prepared by the Chairman. Details must be obtained by reading the actual correspondence)

Date list was prepared or amended - 6/18/2015, 6/28/2015

Date of letter: 5/28/2015

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

Letter sent to: Bruce Bush and others

Subject: Locust Valley Golf Course -- Traditions of America

How do we respond to this (request from James Illigash with Pennoni)?

Illigash's request was dated 5/28/15 and wanted confirmation that the proposed development at the golf course was restricted to 125 edu's. Also, confirm the location of the manhole along with the manhole number, where any proposed sewer force main from the site would need to tie - into the existing system.

Date of letter: 6/2/2015

Letter from: Tom Beil, UST (e-mail)

Letter sent to: Bruce Bush

Subject: USTMA Item --- Unconnected Sewer Analysis

I will discuss this issue (ref: Bush's e-mail dated 5/31/15) with the BOS and let you know what is decided.

Date of letter: 6/2/2015

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

Letter sent to: A Shaw, Goodman Shaw

Subject: Status -- Upper Saucon / Center Valley

Is the bk in the name of Saucon Investors? Who is the judgment against?

Tom / Al if you can weigh in on the judgment debtor name/designation.

(Gary's response was to an e-mail from Andrew in which he informed Gary that he has the owner as Saucon Investors, LLV based out of State College)

Date of letter: 6/5/2015

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

Letter sent to: J Mazeika, Barry Isett and others

Subject: DeSales University -- Athletic Facilities Project -- Sewer Submittal Review

Submittal letter is too large to e-mail. Use the (following) link to download our review letter.....

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Date of letter: 6/8/2015

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

Letter sent to: L Snyder, (Oha Inc)

Subject: HMB Hotel and Banquet Center --- Sewer Submittal Review

The submittal review for the sanitary sewer materials can be downloaded at the (following) link.

Date of letter: 6/9/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Joanna Slagle, UST

Subject: DeSales University -- Athletic Field Improvements Area

Sanitary Sewer Cost Estimate Review

We reviewed the cost estimate prepared by Barry Isett and Associates, Inc dated 6/3/2015.

Based on our review of the estimate the approved costs are:

Sanitary Sewers --- \$ 130,394.00

Date of letter: 6/10/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: HMB Management Hotel Complex

Pre-Construction Meeting

(Attached) is a copy of the minutes of the meeting held on 6/8/2015 at the Township Offices regarding the subject.

Notes on the minutes:

1. Contractor must also check manholes to assure that channels are uniform with smooth sides.
2. All sewers must be flushed and cleaned prior be video inspection by Township Staff. TV inspection will then be used to confirm uniform slope of pipe segments. All sewer must be cleaned and televised before paving the roads.
3. 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.
4. Contractor to coordinate coring of existing manhole with C. Cope before starting work.

Date of letter: 6/12/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Jim Franza, Ondra-Huyett Associates, Inc

Subject: HMB Management Hotel Complex

Equipment Submittal Review

The following comments were made:

1. Carboguard 61 Epoxy as manufactured by Carboline is approved for the interior coating of manholes

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2. 3000 Gallon Grease Trap as manufactured by Terre Hill Concrete Products is approved for use on this project. Grease Trap must be coated following manhole requirements.

A list of approved products was attached to the letter.

Date of letter: 6/15/2015

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

Letter sent to: Karl Schreiter, SEA

Subject: Drainage Easement -- 3638 Laurel Lane

(Attached) is a copy of the Shaw easement agreement.

Note: this notice was in an e-mail from T Beil to Dennis Harman, dated 6/12/2015.

Date of letter: 6/17/2015

Letter from: Sandy Diacogiannis, UST (e-mail)

Letter sent to: Chris Cope, Bruce Bush and others

Subject: George Thomas -- Resignation Letter dated 6/15/2015

(George's resignation letter was attached to the e-mail. He will resign from the USTMA and USSTA immediately after the Authority meetings on July 6, 2015)

Date of letter: 6/17/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: DeSales University - Athletic Field Improvement Area
Pre-Construction Meeting

(Attached) is a copy of the minutes of the meeting held on 6/10/2015 at the Township Water and Sewer Offices. (Attached) is a copy of the attendance list.

Highlights of the meeting:

1. Contractor must also check manholes to assure that channels are uniform with smooth sides
2. All sewers must be flushed and cleaned before video inspection by the Township. TV inspection will be used to confirm uniform slope of pipe segments. All sewers must be cleaned and televised before paving roads.
3. Both the Developer and Contractor were briefed on the Authority's inspection requirements regarding repairs and acceptance of sewers under the Authority's flushing program.

Date of letter: 6/18/2015

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

Letter sent to: Tom Beil, UST

Subject: Saucon Valley Crossing -- Utility Construction Plan

I assume you want me to review these plans. These are for improvements to be made at Kramer's.

Note: included was an e-mail from David Lear, Lehigh Engineering, dated 6/18/2015 regarding the (enclosed) Plans for Karl's review.

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Date of letter: 6/18/2015

Letter from: Tom Beil, UST (e-mail)

Letter sent to: Karl Schreiter, SEA

Subject: Saucon Valley Crossings -- Utility Construction Plan

Yes Karl. Please review the plans.

Date of letter: 6/22/2015

Letter from: Tom Dinkelacker, LV Law Practice (e-mail)

Letter sent to: Tom Beil, Bruce Bush and others

Subject: Brinley Counter-Proposal --- Sewer Line

Here is the draft response to the select Properties Sewer Proposal. Review and comment. I think I captured everything.

Date of letter: 6/22/2015

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

Letter sent to: Tom Dinkelacker, LV Law Practice and others

Subject: Brinley Counter-Proposal -- Sewer Line

Where you discuss the settlement/waiting period applying if they use on-site dirt/etc. instead of stone backfill...perhaps you should refer or cite those the settlement/waiting period that is at issue...is that a DOT reg....other...?

And length of time at issue.....

Date of letter: 6/22/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Southern Lehigh School District

New Hopewell Elementary School

Pre-Construction Meeting

(Attached) is a copy of the minutes of the meeting. Also (attached) is a copy of the attendance list. The meetings was held on 6/17/2015 at the Township Office.

Highlights of the meeting:

1. Contractor must also check manholes to assure that channels are uniform with smooth sides
2. All sewers must be flushed and cleaned before video inspection by the Township. TV inspection will be used to confirm uniform slope of pipe segments. All sewers must be cleaned and televised before paving roads.
3. Both the Developer and Contractor were briefed on the Authority's inspection requirements regarding repairs and acceptance of sewers under the Authority's flushing program.
4. UST Water/Sewer staff must be present when coring into the existing manhole.

Date of letter: 6/24/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Joanna Slagle, UST

Subject: Posh Properties

Preliminary / Final Land Development Plan Review

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We reviewed the Plan as prepared by Bohler Engineering, dated 6/8/2015.

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 two proposed 6,000 sf office buildings and a 10,000 sf daycare facility. The plan indicates that an existing residence will be demolished as part of the work.

Proposed buildings must utilize the existing sewer main that is located north of the proposed development project.

Some of Karl's comments:

1. Note must be added to abandon the existing on-site treatment system in accordance with requirements set forth in UST Ord. #78
2. The connection point to the existing sewer does not exist.
3. A note must be added that all sewer construction must be completed in accordance with all USTMA requirements and UST Ordinances
4. Plan shows tree planting along the entire lateral servicing the office buildings. This will potentially cause issues with tree roots in the future.

Plan did not include any flow projections for the proposed buildings. This information must be provided to determine if sufficient capacity is available to provide sewage service to the proposed facility. Developer must submit a Township Planning Module. Must also submit an IPP Wastewater Discharge Permit Application to document whether any cooking facilities will be included in any of the buildings.

Date of letter: 6/24/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Joanna Slagle, UST

Subject: Lutron Building CB-4 Addition

Site Development Plan Review

We reviewed the Plan dated 10/6/2014 with revisions through 6/3/2015.

We have no comments on these sheets.

Date of letter: 6/26/2015

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

Letter sent to: J Mullikin, Semmel Excavating and others

Subject: DeSales Sanitary Sewer

We stated at the meeting on 6/23 we could not approve any sewers until all construction was completed to insure that nothing was damaged after the initial televised inspection. If we found damage, it would have to be dug up and repaired. Due to the location proximity to the infiltration beds, this was not acceptable to the Contractor or the University. In order to solve this problem we recommended that the Contractor install Class 52 DIP pipe with the 401 protective epoxy interior coating. This change was approved by the University.

This change was necessitated by the requirement to have fields available by 8/15.

Now awaiting submittals on the pipe and a submittal of how the Contractor plans to modify the manholes to accept the DIP pipe. We again stressed that care must be taken in installing the sewer pipe to assure that there is sufficient bedding of the pipe to prevent sags.

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Date of letter: 6/26/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Joanna Slagle, UST

Subject: Saucon Valley Crossing

Formerly Kramer's Mobile Home Park

We reviewed the drawings as submitted by Lehigh Engineering Associates, Inc regarding the subject.

The plans are for the replacement of the water and sewer facilities that service the existing mobile home park. This system is a private system that is owned and operated by the mobile home park owner. It is anticipated that it will remain as a private system unless the park owners formally request dedication of the system in writing to the Authority. At that time it will be up to the Authority as to whether they will accept the new system.

Some of Karl's comments were:

1. All sewer work must be completed in accordance with Authority and UST specs and ordinances
2. Sewers that will not be replaced must be noted on the drawings
3. Existing sewers that are not replaced must be repaired
4. Existing sewers located in the roadway that are to be abandoned must be noted on the plans. These sewer segments must be removed as part of the work.

Date of letter: 6/26/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Joanna Slagle, UST

Subject: DeSales University -- Athletic Field Improvements Area

The changes shown of the revised plan (assume to be dated 6/25/2015) reflect the use of ductile iron pipe between MH#5a and MH #5c. We concur with the changes presented on these plans.

Date of letter: 6/26/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Jim Franza, Ondra-Huyett Associates Inc

Subject: DeSales University -- Athletic Facilities Project
Equipment submittal review

We reviewed the submittal dated 6/26/2015.

We approve the products listed in that submittal.

Date of letter: 6/29/2015

Letter from: Tom Dinkelacker, LV Law Practice (e-mail)

Letter sent to: Whitehall Homes

Subject: Sewer Proposal

(Attached) is a memo from Tom Beil addressing the Township response to your sewer proposal.

Note: The proposal concerns the Brinley Court matter.

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A copy of this letter will be provided to all members of the Authority at the July meeting.

Date of letter: 6/30/2015

Letter from: PMAA (e-mail)

Letter sent to: All members of the PMAA

Subject: Online training academy

PennDOT Cost Sharing

State highway law section 412.1 authorizes PennDOT to enter into cost share agreements with authority owned facilities that are within the public right-of-way and are affected by the Department's highway or bridge project. Department policy currently allows cost sharing at a fixed 50%. You may be eligible for up to 75% cost sharing to relocate or adjust your affected facilities if you meet certain criteria and submission deadlines.

Some of the items covered in the webinar on 7/8/2015 at 1 PM consist of:

1. What are affected facilities?
2. What is betterment?
3. What is the difference between cost sharing and reimbursement?
4. Can I combine my cost sharing percentage with my reimbursement percentage?

Note: a copy of this announcement was sent to Karl and Chris on 6/30/2015.

*****end of correspondence for July

SOLICITOR'S REPORT:

Solicitor Gary A. Brienza, Esquire presented his report dated July 6, 2015.

Concerning the Center Valley Mobile Home Park, Solicitor Brienza explained that Attorney Shaw could not find bankruptcy papers filed for the property. He believes that the bankruptcy is for another property that is affiliated or related to Center Valley. The Township may now proceed with a Sheriff's Sale.

Regarding the meeting with Brinley in mid-June: In attendance was Tom Beil, Joanna Slagle, Karl Schreiter, Gary Brienza, Tom Dinkelacker and representatives from Brinley to discuss their proposal. Brinley submitted two pages of new planning components. They are trying to reduce expenses but also increase the number of homes in the development. They are looking for significant credits and want to rephrase the project and narrow the streets. Brinley needs to go back through the planning process to have these items approved.

Mr. Beil sent a letter to Brinley to notify them that they have the Township's approval to build the water tank. If they do not build the tank and follow the approved plan, the proposal is not acceptable. Attorney Brienza said the proposed changes to plan are an overreaching request of the developer.

ENGINEER'S REPORT:

Karl Schreiter, PE presented Engineer's report dated July 3, 2015.

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Mr. Schreiter said they are in the process of correcting the operational issues at the Spring Valley Pumping Station.

Mr. Schreiter explained that some homeowners are upset in figuring out how to work out connections to the new sewer on Oakhurst Drive. There is one valve for two homes. Some connections are on a neighbor's property or may be where a future driveway may be.

Mr. Cope said that they would begin pulling pipe on July 7 for the Preston Lane Slip-lining project. They are inserting 13" plastic pipe into 15" concrete pipe in order to save money. There have been issues with trucks going over and disturbing the iron plates so trucks are not allowed on Preston Lane now.

As for the potential unconnected sewer users, Mr. Schreiter said that Tom Beil wants to wait to take care of unconnected sewers at the time of property sale when they are forced to connect. Mr. Bush disagrees, saying the Township ran a sewer line and they should have to connect. He would like to give the property-owners a 90-day notice to connect. Mr. DeMatos favors a phased-in option, giving the property-owners four years to connect or connect earlier if the property is sold.

SUPERINTENDENT'S REPORT:

Mr. Cope reported they found an open storm swell at a property on Laurel Lane that has probably been there for forty years. The property is now for sale so the issue must be resolved.

He also said there was a collapsed PVC pipe on Grouse Lane. The pipe was re-routed.

TREASURER'S REPORT:

Treasurer George Thomas submitted the report.

Motion was made and seconded to approve the treasurer's report as presented. Motion passed unanimously.

MOTION (S):

None

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. T. Beil reported 5/31/2015 that he will discuss this issue with the BOS and advise us of their response.

B. Sewer Tapping Study - update

Mr. Schreiter said that Dave Bush is waiting on information on the water side from Bob Kassel. The sewer part is finished. Mr. Bush wants to discuss with the staff.

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NEW BUSINESS:

The resignation of George Thomas, effective with the close of the Authority meeting on 7/6/2015.

ANNOUNCEMENTS:

The next scheduled meeting of the Authority will be Monday, August 3, 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 Municipal Authority was unanimously adjourned at approximately 7:25 pm.

Respectfully submitted,

Jack DeMatos,
Secretary