

# UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Tuesday, October 5, 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 Treasurer  
Mark Sullivan – Asst. Treasurer

## STAFF PRESENT:

Gary A. Brienza, Esquire, Solicitor  
Karl E. Schreiter Jr. P.E., Engineer  
John Guignet, UST Assistant Director of Water and Sewer Resources

## STAFF ABSENT:

Chris Cope, UST Director of Water and Sewer Resources

## VISITORS:

None

## PUBLIC COMMENT:

None

## MINUTES:

A motion was made and seconded to approve the meeting minutes for September 8, 2015 with the following amendment:

Mr. Bush said that he will work with Solicitor Brienza to create a letter to be sent to the 53 unconnected homes. A draft will be presented to the Authority at the October meeting.

Motion passed unanimously.

## CORRESPONDENCE COMMENTS:

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

# UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Tuesday, October 5, 2015

4774 Saucon Creek Road

Upper Saucon Municipal Authority Correspondence for October 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 - 9/24/2015, 9/29/2015, 10/2/2015

Date of letter: 9/9/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Thomas Beil, UST

Subject: Weyhill Estates (a.k.a. Blue Belle Farms)

Relocation of Sewer Lateral on Lot 15

We reviewed the document.....Lot 15 Water and Sewer Laterals as prepared by ESE Consultants, dated 9/1/2015.

Purpose of the Plan was to relocate and modify the sewer and water lateral that was in the location of the storm water bmp.

We have no issues if the Developer installs the concrete encasement as shown on the Plan. The following must be noted:

--Future maintenance of the sewer lateral is the responsibility of the homeowner.

Township will not be responsible for any issues that could arise with the lateral in the future

-Contractor installing the lateral must make sure there are no sags or other defects with the lateral prior to encasement with concrete

-Concrete encasement installation must be observed by the Township staff or Township's sewer inspector.

Date of letter: 9/9/2015

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

Letter sent to: Leo Devito

Subject: Appraisal-Indian Valley

I would like to get a better understanding of why you stated that the appraisal from Indian Valley in the matter involving land in Upper Saucon has multiple errors.....You responded and suggested I call you to discuss. I have left two messages but I have not heard from you on this....My interest on this issue is related to my role as solicitor for the Sewer and Municipal Authorities in Upper Saucon.

Date of letter: 9/9/2015

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

Letter sent to: Thomas Beil, UST

Subject: Connection Letters

(Gary sent this e-mail to Tom to inform him of the actions taken by the Authority at the September meeting regarding the "Connection Letters".

A copy of this e-mail will be provided to each member of the Authority.)

Date of letter: 9/11/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Thomas Beil, UST

Subject: Review of Tapping Fee Charges

# UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Tuesday, October 5, 2015

4774 Saucon Creek Road

As requested we have reviewed the following charges associated with the tapping fees:

--Customer Service Fee

--Connection Fee

(In lieu of summarizing the contents of this letter, the Chairman will provide a copy of this letter to each member of the Authority)

Date of letter: 9/11/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Thomas Beil, UST

Subject: High Hotels Ltd.

Lot 10

We reviewed the Preliminary/Final Land Development Plan, Stabler Center, Lot 10 as prepared by Rettew Associates, Inc. dated 9/8/2015.

Proposed project is located within the existing Stable Business Park located between West Drive and Center Valley Parkway. Project includes a 82,363 sf (132 Room) hotel building. Wastewater generated by this building will be serviced through the North Branch Interceptor. Proposed connection will be made directly into existing sewer segment at MH#109 located on West Drive.

Some of Karl's comments:

-Developer's engineer responsible to confirm all sewer elevations in the field.

-All sewer work must be in compliance with USTMA specifications

-Plan must include a profile of the proposed sewer lateral

-Grease interceptor must be sized per the requirement in the USTMA document

-Developer must complete an Industrial Wastewater Discharge Application

It must be further noted that the Authority is planning on rerouting the existing sewer on West Ave., between MH#109 and the intersection of West Ave., and Corporate Parkway. This is needed to address hydraulic issues at MH#105 located at the intersection of West Ave. and Corporate Parkway. Current plan is to install a new sewer from MH#109, go under the existing PennDOT concrete drainage structure and connect to MH#104 located on Corporate Parkway. Project anticipates boring under the existing concrete drainage structure. Project would impact the northeast corner of this property. At a minimum, the Township should obtain an easement to complete this work in the future.

Date of letter: 9/16/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Scott Lowery, Lobar Construction Services, Inc.

Subject: SLSD - New Hopewell Elementary School

Submittal Review

(Karl either approved or disapproved the products identified on the Electronic Transmittal from Barry Isett dated 9/16/2015)

Date of letter: 9/23/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Traditions of America

# UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Tuesday, October 5, 2015

4774 Saucon Creek Road

## Review of Video Inspections

We reviewed the videotapes for a television inspection of the sanitary sewers of this subdivision. Inspection was conducted on 9/16/2015.

(14 segments were inspected. See letter for comments on each segment.

Most of the segments were found to be acceptable. Some sags were noted.

Also, several deficiencies were noted.)

Date of letter: 9/23/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Thomas Beil, UST

Subject: Spectra Shield Manhole System

As part of the on-going work associated with the CAP we have been reviewing various methods for rehabilitation of existing sewer manholes. (Attached) is a proposal from Advanced Rehabilitation Technology for installing the Spectra Shield Manhole Lining System for manhole testing, sealing and rehabilitation services.

Since this work involves reconditioning of existing structures, the work will qualify as routine maintenance work.

The price to install the Spectra Shield Liner System into 12 Manholes, about 108 vf: \$25,380.00. Flaggers is needed (possibly 3 days) @ \$1680.00 per day.

(Note: a copy of this letter will be provided to each Authority member)

Date of letter: 9/28/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Traditions of America

Review of Video Inspection

We reviewed the videotapes of the sanitary sewers of this subdivision. Inspection was conducted in Sept. of 2015.

(Note: See the letter for the comments on each segment. 18 segments were inspected. Many segments had deficiencies. Other notes.....all pipe segments had debris in them. System must be reflushed.)

Date of letter: 9/30/2015

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

Letter sent to: (many individuals)

Subject: SLSD New Hopewell School Sewer Submittal Review

Because of the large amount of documents, the file was sent by Adobe Document Cloud. (See e-mail for information on accessing the file)

Date of letter: 10/1/2015

Letter from: Brian Grant, Whitehall Homes (e-mail)

Letter sent to: Karl Schreiter, SEA

Subject: Brinley Court Joint Water and Sewer Easement Plan

As a follow-up to our meeting with the township staff on Tuesday, I have asked Fred Ebert to prepare a drawing depicting how we propose to install both the offsite water

# UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Tuesday, October 5, 2015

4774 Saucon Creek Road

and sanitary sewer force main piping within the existing 20' wide easement on the Kratz and Locust Valley Golf Course properties. The horizontal and vertical separation indicated on the attached drawing is consistent with PaDEP guidelines which are also attached.

Please review and provide us with your approval of the plan. We will then proceed to amend the existing easements and approach both Mr. Katz and Rob Ashford for their signatures. This step needs to be undertaken so we all know if the "pump around" concept can move forward pending resolution of our various discussion points.

\*\*\*\*\*END OF CORRESPONDENCE FOR OCTOBER

Mr. DeMatos asked about the deficiencies found on the video of the Traditions of America inspection. Mr. Schreiter said that he emailed Traditions about the issues and they were supposed to pick up the video but have not yet. He said it looks like they tried to jam the pipe in with a crowbar in one place, which is not acceptable because it has a bend in it. He is not sure how they will correct this. Mr. DeMatos asked if this is the biggest problem here and Mr. Schreiter said it is. Mr. DeMatos said that he is asking these questions because he saw paving being done there. Mr. Schreiter said he will call Tom Beil tomorrow and they can't connect to the sewer until the system is approved. No Certificate of Occupancy is issued.

## SOLICITOR'S REPORT:

Solicitor Gary A. Brienza presented the Solicitor's Report dated October 5, 2015.

Concerning the Center Valley Mobile Home Park, Solicitor Brienza reiterated that Tom Beil is confident the Township will be reimbursed what it is owed when the property goes to foreclosure sale, possibly in late October.

Attorney Brienza reported an update with the Brinley situation. There was a meeting on September 29 between the developer, Mr. Brienza, Mr. Schreiter and the developer's attorney. This is the first meeting their attorney attended. It seems like Brinley is agreeable to the terms Tom Beil proposed in his letter from six weeks ago.

Ms. Moore asked if they are still installing the tank. Mr. Schreiter said no, they are pumping from the development to Gun Club Road now to avoid building a tank. No tank is needed. Mr. Schreiter added that they want to add more units in the location previously reserved for the tank. They have been asked to provide a plan and show there will be sufficient parking for the additional units.

Solicitor Brienza said that Brinley thought they were eligible for credits of \$600,000 to \$700,000. The Township said they are not. Tom Beil said there could be a possible credit equal to the difference between the cost of the pump and workaround. That amount is \$80,000. They also thought they would receive the tapping fees from homeowners in the development that are paid to the Township.

# UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Tuesday, October 5, 2015

4774 Saucon Creek Road

Mr. Schreiter explained if Brinley would build the rails-to-trails bridge over Preston Lane, they would receive a recreation fee credit. The rough cost to build the bridge is \$400,000. Attorney Brienza said Brinley was given the bridge specs and they were to get back to the Township if they are building it or not. He expects to have an update on the project for the November meeting.

On the sewer connection plan, Attorney Brienza said that Tom Beil would begin the process of drafting an ordinance. He will provide a copy to the Authority. This is a six to eight week project and will not come before the Board of Supervisors until spring 2016.

## ENGINEER'S REPORT:

Karl Schreiter, PE presented Engineer's report dated October 2, 2015.

Mr. Schreiter said there have been three more applications to connect to the Oakhurst Drive Sewer extension.

Mr. Schreiter updated the Authority that Tom Beil met with the developer for Lanark Commons to reiterate the approval is to connect through the South Branch. Mr. Schreiter is waiting to hear back from the developer.

## SUPERINTENDENT'S REPORT:

Mr. Guignet reported there have been three more applications to connect to the Oakhurst Drive Sewer extension.

Mr. Guignet said there have been several complaints from residents and school staff about the poor road condition on Preston Lane since the project's completion. The patching estimate from RGC is \$63,000. This is the same as the Township's charge. Don Eck told Tom Beil the Township crew will do the patching. They will pave all spots where the road was dug up. Mr. Eck is concerned about snow plows pulling up the patching. He believes trucks going to Traditions of America's site are pulling it up too.

A resident of Center Valley Mobile Home Park was concerned that the Township would shut off the water. Mr. Guignet assured them the Township won't and can't do that.

## TREASURER'S REPORT:

Treasurer Ronald Reybitz submitted the report.

Motion was made and seconded to approve the treasurer's report as presented and to authorize checks to be written to Authority members for a total of \$310.

Motion passed unanimously.

## MOTION (S):

None

# UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Tuesday, October 5, 2015

4774 Saucon Creek Road

## 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.

#### Action to be taken:

A discussion regarding the letters to the 53 property owners which has been prepared by the Chairman and Solicitor. The document includes recommendations/motion to the UST Board of Supervisors for actions to be taken concerning this issue.

Mr. Bush reminded the Authority that he sent them a draft of the letter a week ago and it was reviewed by Solicitor Brienza. If no one has issues with it, Mr. Bush recommends a motion to forward the letter to the Board of Supervisors for approval to send out.

Mr. Sullivan would like more layman's terms used that the public will understand. He would also like to add "No exemptions should be offered."

Ms. Moore said that it should only be at sale and not at transfer of the property. She reminded the Authority this was decided in the September meeting. Mr. Brienza said he will email Tom Beil and change the wording to "only at sale" and remove "transfer". The Authority is in agreement to make the change to remove "transfer".

Motion made to forward the draft of the letter identified as Unconnected Homes Letter to the UST Board of Supervisors with the recommendation that such a letter be forwarded within the next 30 calendar days to the 53 property owners that have been identified as being able to connect to the UST Sanitary Sewer System. The wording in the letter is suggested wording, however the intent of the requirements specified in the letter is the Authority's recommendation for action to be taken.

Motion passed 4-1 with Ms. Moore opposing.

### B. Sewer Tapping Study – update

Mr. Dave Busch attended the meeting to explain the study to the Authority. Mr. Busch said as expected, fees are up significantly. The reports he provided to the Authority are very detailed and analyze what is debt funded. He said he came up with a charge per gallon in order to determine the charge per EDU. He explained the fees are for new customers and expanding businesses only. Current residents are not affected.

Mr. Busch said that calculations were done based on original cost and a trended cost, which is a current estimate. This is based on an engineering standard.

Mr. Bush asked if the 53 unconnected homes wait to connect, would they pay \$2,392.91 more. Mr. Busch replied yes. Ms. Moore asked if the new fee amount could be included in the letter. Mr. DeMatos said that it can't because it is not yet known if the Board of Supervisors will accept the new fee or adjust it.

# UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Tuesday, October 5, 2015

4774 Saucon Creek Road

Mr. DeMatos asked if the study has been sent to the Board of Supervisors. Mr. Schreiter said that is has not because they were waiting on the Authority's approval first. Tom Beil is having Solicitor Dinkelacker draft an ordinance because it must be made current with state laws.

The Authority is in agreement that they have no objections or comments to the report and to forward it as presented to Tom Beil and the Board of Supervisors. Solicitor Brienza said no motion is needed.

## NEW BUSINESS:

A. 2016 Capital Sewer Budget

Mr. DeMatos will meet with Tom Beil on October 14 to discuss the budget. The Authority asked general questions to Mr. Schreiter on several items and the reasons for them.

Motion made and seconded to accept the draft of the 2016 Capital Sewer Budget as presented.

Motion passed unanimously.

## ANNOUNCEMENTS:

Mr. Bush thanked Mr. Guignet for today's tour of the facility and said it always looks good.

Mr. Bush told the Authority of an upcoming PA Municipal Conference on October 22 in State College. He didn't personally see anything of interest but wanted to see if anyone was interested in attending. Cost is \$75.

The next scheduled meeting of the Authority will be Monday, November 2, 2015 at 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 7:43 pm.

Respectfully submitted,

Jack DeMatos,  
Secretary