

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Tuesday, November 2, 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 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
Chris Cope, UST Director of Water and Sewer Resources

STAFF ABSENT:

John Guignet, UST Assistant Director of Water and Sewer Resources

VISITORS:

None

PUBLIC COMMENT:

None

MINUTES:

A motion was made and seconded to approve the meeting minutes for October 5, 2015.

Motion passed unanimously.

CORRESPONDENCE COMMENTS:

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

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: 10/19/2015, 10/28/2015, 10/29/2015

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Date of letter: 10/2/2015

Letter from: Chris Cope, UST (e-mail)

Letter sent to: Karl Schreiter, J. Guignet and Bruce Bush

Subject: Oakhurst Drive Connections

Three more applications have been received for Oakhurst Drive connections: 2027,2057 and 2051.

Date of letter: 10/5/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Thomas Beil, UST

Subject: Brinley Court Subdivision

Review of Step Trench Design

We reviewed the Water and Sewer Easement Option one, dated 9/30/2015 with revisions dated 10/5/2015.

We concur with the layout for the water main and sewer force main. This configuration is to be used in those portions of the off road easements where an easement width of greater than 20 feet cannot be obtained by the Developer.

The Developer will attempt to obtain an easement up to 30 feet wide to allow for more separation of the two pipes.

Date of letter: 10/6/2015

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

Letter sent to: Tom Beil, UST

Subject: Tapping Fee Study

The Board reviewed the Tapping Fee update reports last evening.....they also received a verbal presentation from Dave Bush...and asked him some questions.

The Board was satisfied with the report and the presentation. After review they have no comments to make about the recommendations.

Date of letter: 10/6/2015

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

Letter sent to: Alexandra Malcolm, Greenberg Farrow

Subject: Center Valley Site --Sewer EDU's

I have no method to estimate flows from your facility. It is the engineer's responsibility to provide flow estimates for a facility for our review. An EDU is based on a sewage flow of 226 gpd/edu. If sewage flows are not available, we use water consumption estimates and use 176 gpd/edu to calculate the number of EDU's.

Date of letter: 10/7/2015

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

Letter sent to: Gary Brienza, Solicitor

Subject: Tapping Fee Study

We will be preparing the ordinance. I do want to add authorizations for future reimbursement agreements and special districts, all on a case by case basis.

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Date of letter: 10/9/2015

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

Letter sent to: Tom Beil, UST

Subject: USTMA -- Connection Draft Letter

See below....obviously since the letter will ultimately come from you, any changes you deem necessary are yours to make. Call me to discuss.

(A copy of the draft letter following the above wording.)

(A copy of this e-mail was sent to each member of the Authority on 10/19/2015)

Date of letter: 10/16/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Thomas Beil, UST

Subject: 2016 Proposed Capital Sewer Budget

We have updated the 2016 Capital Improvements Sewer Budget. We have (attached) a proposed five year Capital Plan for the collection/interceptor system and the WWTP.

(Note: a copy of this letter was provided to each member of the Authority)

Date of letter: 10/16/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Weyhill Estates (aka Blue Belle Farms) Phase 3
Pre-Construction Meeting

(Attached) is a copy of the minutes of the meeting held on 10/15/2015 at the Water and Sewer Office. An attendance list is (attached)

Notes from the minutes:

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

Date of letter: 10/16/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Traditions of America
Review of Video Inspections

We reviewed the videotapes from a TV inspection of the sanitary sewers of this subdivision. Purpose of this inspection was to determine the current condition of the sewers. The review was of repairs made by National Water Main Cleaning Co. on 10/12/2015.

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(A list of the segments was shown along with the deficiencies and a comment if the repairs corrected the deficiencies) The remaining deficiencies in the system that were not addressed as part of these repairs can be resolved as part of the USTMA's flushing policy. We recommend that the sewers can be placed in service.

Date of letter: 10/19/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Traditions of America

Plan Review - Phase two

We reviewed the Final Land Development Plan - AQC Phase two dated 7/10/2015 with revisions through 9/10/2015.

Proposed subdivision is located on a vacant tract of property located on the western side of Lanark Road and on the northern side of West Hopewell Road. Phase two will consist of 39 dwelling units. Subdivision will be provided sewage service using existing sanitary sewers located in the sewer right of way parallel to the unnamed tributary that transverses the property. Developer has proposed a gravity sanitary sewer collection system.

(Karl had no comments on the sheets he reviewed)

Date of letter: 10/19/2015

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Traditions of America

Plan Review Phase four

We reviewed the Final Land Development Plan - AQC Phase 4 dated 7/10/2015.

Proposed subdivision is located on a vacant tract of property located on the western side of Lanark Road and on the northern side of West Hopewell Road. The phase four portion of the subdivision will consist of 60 dwelling units. The subdivision would be provided sewage service using existing sanitary sewers located in the sewer right of way parallel to the unnamed tributary that transverses the property. Developer has proposed a gravity sanitary sewer collection system.

(Karl had no comments on the sheets he reviewed)

Date of letter: 10/19/2015

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

Letter sent to: Chris Cope and others

Subject: 2016 Reorganization and Regular Meeting Dates - Boards and Commissions Regarding the Municipal Authority and Treatment Authority:

Reorg Meeting - 1/11/2016 at 6 PM

Regular Meetings - 1st Monday of each month at 6 PM

Except: 1st Monday in July is 4th of July - meet on Wednesday 7/9/2016

1st Monday in September is Labor Day - meet on Tuesday 9/6/2016

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Date of letter: 10/21/2016
Letter from: Karl Schreiter, SEA
Letter sent to: Patricia Lang, UST
Subject: Traditions of America
Plan Review - Phase 3

We reviewed the Final Land Development Plan - AQC Phase 3 dated 7/10/2015 with revisions through 9/17/2015.

Proposed subdivision is located on the western side of Lanark Road and on the northern side of West Hopewell Road. The phase 3 portion will consist of 51 dwelling units. Sanitary sewer comments were the same of the Phases 2 and four. (Karl had no comments on the sheets he reviewed.)

Date of letter: 10/21/2015
Letter from: Karl Schreiter, SEA
Letter sent to: Patricia Lang, UST
Subject: Kay Landis Mill, LCC
Preliminary Plan Review

We reviewed the document - Kay Builders as prepared by Cowan Associates, dated 10/5/2015.

Proposed subdivision to be comprised of 94 building lots and one existing residential unit located adjacent to Landis Mill Road and Old Bethlehem Pike. The property would be serviced by the South Branch Interceptor.

(Karl had many comments on the sheets. Some of the comments were:

- Ordinance 42-L must be changed to Ordinance 42-R
- Current sewer easement for the South Branch Interceptor is proposed to go through Lots 1-10. This issue must be discussed with the Authority and its Solicitor.
- Note must be added that all sewer construction must be in accordance with USTMA and UST Regulations.
- No plantings are allowed in any USTMA sewer easement.
- Sewer segments must be constructed of epoxy ductile iron pipe since the depth of some sewer segments exceeds 15 feet.

Since the proposed Development contains less than 250 EDU's at this time, the Developer will be required to prepare a Township Planning Module for this subdivision. This document must be approved both by the USTMA and USSTA.

Letter dated: 10/22/2015
Letter from: Tom Beil, UST
Letter sent to: (Jack) DeMatos
Subject: Reappointment to USTMA and USSTA

Your term expires at the end of 2015. If you are interested in being reappointed complete the (enclosed) form and return it to Sandy Diacogiannis before 12/2/2015.

Letter dated: 10/23/2015
Letter from: Karl Schreiter, SEA (e-mail)
Letter sent to: Tom Beil, UST
Subject: 2014-2015 Coopersburg Flow Contribution

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(Here) is the letter outlining the flow contributions from the Borough. Please forward to the Borough upon your review.

(Note: a copy of the letter was provided to each member of the Authority)

*****end of the correspondence for November.

Mr. DeMatos asked why Greenberg Farrow wanted Mr. Schreiter to estimate flows for their facility, which is an unusual request. Karl told them it is not the Township's job. Ms. Moore asked how many units are in Phase 1 of the TOA development. Mr. Cope and Mr. Schreiter will look it up but it is estimated in the 100's. Mr. Bush added that they recently had an open house and it was packed. The homes start at \$350,000 and are selling like crazy.

SOLICITOR'S REPORT:

Solicitor Gary A. Brienza presented the Solicitor's Report dated November 2, 2015.

Attorney Brienza updated the Authority on the Brinley situation. Brinley has not responded on the Township's request of needing additional planning documents. Mr. Brienza wanted it to be clear that Brinley is not waiting on anything from the Township staff. We are waiting for them.

On the sewer connection plan, Attorney Brienza had an update from Tom Beil. Attorney Brienza submitted the letter to Mr. Beil after the October meeting. Mr. Beil said the Board of Supervisors want to have it looked at by the Public Works Committee after the January 2016 reorganization meeting. It is on hold until then. Mr. Beil has invited the Authority member to this meeting to ask questions and provide input.

ENGINEER'S REPORT:

Karl Schreiter, PE presented Engineer's report dated October 30, 2015.

Mr. Schreiter said there is a change on the report for 2.0, Sunset Drive/Ackerman's Lane Sewer Design. It will be included in the 2017 budget, not 2016 as stated. This is because Tom Beil thinks Sunset Lane will not be repaved until 2017 so the sewer work cannot be done.

On the Cooper Farms Subdivision in Coopersburg Borough, Mr. Schreiter said that Tommy Williams is asking for 31 more EDUs. The borough has enough capacity for this. However, just now Mr. Schreiter received an email that they are requesting 28 units for Oxford Ridge, which puts the borough at capacity. Mr. DeMatos asked why the borough didn't hold on to units for these original 28? Mr. Schreiter said the borough can buy the additional 16 units but they need to come to us. He added that there are 100 units in the Sewer Connection Plan for borough use. Tommy Williams said he will pay for the consultant fees and this needs to be written on the planning module to assure payment is made.

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Mr. Schreiter said that Daryl Fritz at the PADEP is not returning calls anymore and the office is a mess without a water quality manager.

On the 2016 Sewer Capital Budget, Mr. Schreiter said the only major change was putting off the Sunset Drive project until 2017. Everything else passed.

SUPERINTENDENT'S REPORT:

Mr. Cope said five homes on Orchard Drive had disconnected laterals. They are being reattached to the main. He reported that they want to raise buried manholes on Lanark Road but need a PennDot permit first. Hopewell Elementary bored into the manhole on West Hopewell. Staff will be lining more at Preston Lane on Friday. Mr. Cope also said that Olympus has requested to discharge chemicals. He and Mr. Schreiter are going to visit them to check.

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 a check to be written to Mr. Bush for a total of \$43.45 for postage and copies.

Motion passed unanimously.

MOTION (S):

Motion was made and seconded to approve the planning module for Cooper Farms on condition of payment by developer the consultant review fees for the planning module and utility plans. Ref. SEA's letter 10/30/15.

Motion passed unanimously.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Mr. Bush said he received a tentative 2016 meeting schedule from Tom Beil with the reorganization meeting being on 1/11/16. The schedule cannot officially be accepted but Attorney Brienza will get back to Sandy.

Mr. Bush spoke about the 2016 PMAA dues coming up. He thinks it is \$200 and asked Mr. Reybitz to verify what was paid last year. He said they will need a motion to prepay the 2016 member dues. Mr. Bush said he thinks it is still a good idea to belong because they receive guidance from their solicitor and needed information.

ANNOUNCEMENTS:

The next scheduled meeting of the Authority will be Monday, December 7, 2015 at 6:00 PM at the Water and Sewer Building.

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ADJOURNMENT:

With there being no further business to discuss, the meeting of the Upper Saucon Municipal Authority was unanimously adjourned at approximately 6:37 pm.

Respectfully submitted,

Jack DeMatos, Secretary

