

# UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Tuesday, August 1, 2016

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  
Mark Sullivan – 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

## MEMBERS ABSENT:

Ronald Reybitz - Asst. Secretary and Asst. Treasurer

## 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 July 5, 2016 with the following addition:

- Email dated July 1, 2016, from Karl Schreiter to Bruce Bush discussing the television inspection at the New Hopewell Elementary School was added to the Correspondence Comments.

Motion passed unanimously.

## CORRESPONDENCE COMMENTS:

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

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(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: 7/14/2016, 7/15/2016, 7/27/2016

Date of letter: 7/6/2016

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

Letter sent to: William Hambly, D Huy Engineering

Subject: New Hopewell School -- Review of Lateral TV Inspections

If the lateral was to be dedicated to the Authority, all of the defects listed in my letter would have to be addressed by your contractor. The sags are less than 1/4" and are marginally acceptable. However, the issue with the joint would have to be addressed. Since it will not be dedicated, you must address these defects with the School District as stated in my letter.

Date of letter: 7/7/2016

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

Letter sent to: Tom Beil, UST

Subject: Coopersburg EDU's

As you know this issue was discussed by the Board on Tuesday night during an EXECUTIVE SESSION.

The discussion was far ranging and lengthy. To boil things down to the essence though, 2 members were not in favor of providing ANY additional edu's to Coopersburg. A motion was made and seconded to the effect but failed on a 3-2 vote against. A subsequent motion was made and seconded that called for providing the 26 edu's ONLY needed by Coopersburg for the Oxford Ridge subdivision to be sold at the THEN current EDU pricing...meaning that if purchased by Coopersburg now, they would be sold at the current pricing BUT if Coopersburg did not purchase until after the new charges for tapping fees/edu's are implemented, than they would be charged the new price....

That vote also went 3-2 but in FAVOR of the sale....I hope this makes sense but if you have any questions please contact me.

Date of letter: 7/7/2016

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

Letter sent to: Tom Beil, UST

Subject: Peppercorn Pub

This matter was discussed during the July meeting on Tuesday night. Specifically, the Board indicated it agreed with and recommended approval by the BOS of the agreement resolving the EDU/Tapping Fee purchase issue as is set forth in your letter of June 17, 2016. The only concern or clarification that the Board sought is to assure/ensure that it is clear that going forward, on quarterly billings, the bill will reflect the 8 edu's that are allocated to the facility. They approved the lower tapping fee cost of 10k and change....and the acknowledgment that the facility will have 8 edu's assigned to it....the specifics in terms of the deadline for payment...the issuance of the temporary CO, etc., were also acceptable. I did explain that while your letter outlined all issues,

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and was accepted in writing by counsel for the developer/owner, we would still need it be in a signed writing.

Please contact me if you need anything else on this.

Date of letter: 7/7/2016

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

Letter sent to: Tom Dinkelacker, DDA and others

Subject: Mountain Glen Declaration

As it relates to lot 22 (house structure encroaches into sewer easement) and perhaps lot 21 (has a street tree in the sewer easement), I believe there was some concern that the Belgian Block might break/crumble if staff had to ramp a truck/vehicle to get access to the sewer lines on the property.....I thought we discussed also assuring that the HOA or whomever would be on notice going forward that any repairs or replacement of the Block damaged by the Township would not be the Township's responsibility.....did I recall this accurately?

Date of letter: 7/7/2016

Letter from: Tom Dinkelacker, DDA (e-mail)

Letter sent to: Gary Brienza, Solicitor and others

Subject: Mountain Glen Declaration

I think your recollection is correct. We can add these issues into an easement agreement for the sewer lines (in context of repair obligations), which would be a prerequisite to any bill of sale.

Date of letter: 7/7/2016

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

Letter sent to: Gary Brienza, Solicitor and others

Subject: Mountain Glen Declaration

Tom suggested that we can use wood planks when we have to drive over the curb. However, we do need an agreement to protect us if they get damaged.

Date of letter: 7/19/2016

Letter from: Karl Schreiter, SEA

Letter sent to: Thomas Beil, UST

Subject: Camp Meeting Road Bridge Replacement ---- Utility Verification for Bridge Replacement

We offer the following comments to the information provided in Paul North's e-mail of 6/29/2016:

- Drawing incorrectly illustrates the current sizing of the North Branch Interceptor in the vicinity of the bridge. (Attached) is a copy of the as-built drawing.
- Drawing indicates that the easements are for the City of Bethlehem. All sewer easements are with the USTMA
- Drawing indicates that the MH#23 and 24 and 25 are to be relocated. This is an active sewer line with significant flows. Any relocation would require a new subsurface stream crossing. We believe it would be prohibitively expensive to relocate this line.

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--Drawing does not show lateral connections for the existing residential units located on the west side of Camp Meeting Road. Relocation of the manholes could impact the ability of the homes to remain a gravity connection.

Utility Plan JV177:

-- Drawing incorrectly illustrates the current sizing of the North Branch Interceptor in the vicinity of the bridge.

-- Drawing does not show lateral connections for the existing residential units located on the west side of Camp Meeting Road. Relocation of the manholes could impact the ability of the homes to remain a gravity connection.

Date of letter: 7/26/2016

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

Letter sent to: William Hambly, D Huy Engineering

Subject: 16-7-15 SLSD - DEI out -- UG Sanitary Piping Repaired Deficiencies

The Township Staff were able to visit the site and observe repairs made to the manholes. It is our understanding that the manholes have been repaired and are now satisfactory.

\*\*\*\*\*end of correspondence for August

## SOLICITOR'S REPORT:

The Solicitor's Report dated August 1, 2016 was presented by Solicitor Brienza.

Solicitor Brienza let the Authority know that the tapping fee ordinance is still not on the meeting schedule. He said he is pushing for this meeting to happen but it is not in the Authority's hands.

Mr. Brienza discussed the meeting at Mountain Glen. In attendance were Solicitor Brienza, Solicitor Dinkelacker, Mr. Beil, Mr. Guignet, Mr. Schreiter, the head of Mountain Glen's HOA and the person who will soon replace him in that position. Mr. Brienza said one issue is cleared up. They found that the house being built and will soon be for sale is not in the easement. They found a mailbox, one driveway and a tree in the easement. The HOA sent a letter to the builder to find out who is responsible for putting the tree there. Mr. Brienza said that overall, the problem is not as significant as originally thought to be.

Mr. Brienza said the issue is with gaining access because it is in an area that belongs to the Conservancy. Mr. Guignet said that he and Mr. Cope discussed this matter. They are looking to hire a contractor to mow and make a path. They are looking into purchasing a piece of small equipment that can get back to the small area, such as a Tagalong or a smaller truck. Mr. DeMatos said trailer-mounted jettors are not too expensive and that could be an option. Mr. Brienza said the HOA discussed adding a walking path in the area and wanted it to be paved. They were told we would rather have a gravel or wood chip path because it is easier to access. Mr. Schreiter added that the subdivision plan shows a paved walkway. Mr. Brienza said they can revisit this subject at next month's meeting.

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Solicitor Brienza said they are waiting on Solicitor Dinkelacker to draft the agreement for the Peppercorn Pub.

Mr. Brienza said Tom Beil spoke to Coopersburg about the EDUs. They have agreed to accept our offer of purchasing 26 EDUs at our current rates. Payment has not been received yet and the EDUs have not been delivered.

## ENGINEER'S REPORT

Karl Schreiter, PE, presented Engineer's report dated July 29, 2016.

Mr. Schreiter said that he received an email today from Hanover. They are finishing drawings for the Sunset Drive/Ackerman's Lane sewer design and will be finished within two weeks.

Mr. Schreiter said the road permits with PennDot will need to be extended for the Cooper Farms Subdivision.

On Oxford Ridge, Mr. Schreiter said when the EDU agreement with Coopersburg Borough goes through; Oxford Ridge will have the EDUs they need.

Mr. Schreiter said that High Hotels complained about the cost of the tapping fees. The fee was based on data they submitted. They ran new data that lowers the EDU count from 132 to 91 units so the tapping fee will be reduced. Mr. Schreiter said that their water use should be monitored and if they go over, tapping fees should be reassessed. He added they are looking into a software upgrade that will be able to monitor things like this.

Ms. Moore asked when the standard specifications discussed in July's meeting will be ready. Mr. Schreiter said he does not have them ready yet.

## SUPERINTENDENT'S REPORT:

Mr. Guignet was called to inspect a lateral at Weyhill Estates. He found that they took the sewer lateral and water lines and encased them in seven yards of concrete. They did not notify the Township. Mr. Guignet worked with their Engineer to investigate. They found that a pipe chase was put in and then buried in concrete. Mr. Guignet said we are OK with this but in the future they should put in clay dikes instead of concrete.

Mr. Guignet said there was an issue at Tuscan Court where sewage was coming out in the middle of the road. The developer dug it up and found a 2" cleanout at the main that was never glued and blew off. This was repaired and a metal access cover was added. They were not able to tell us why a cleanout was there in the first place.

Mr. Guignet said they almost finished flushing Phase 3 of Weyhill Estates except for one road. There is a mud issue and they will have to TV it after it is cleaned out.

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Mr. Guignet said the Hopewell School's engineer let him know they are starting to demolish the old school. The water was shut off today and the sewer will be capped off soon.

Mr. Schreiter said he received a request from the property owner at the corner of Weyhill and Bluebell. He wants to tap in but the line needs to be extended. Mr. Schreiter spoke with Toll Brothers but they do not want to do the work. They say it could impact dedication. Mr. Schreiter said the resident is willing to pay for the work and he will discuss the matter with Tom Beil.

## TREASURER'S REPORT:

Treasurer Mark Sullivan submitted the report.

There were no changes for the month of July.

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

Motion passed unanimously.

## MOTION (S):

Motion made and seconded to authorize Mindy Moore to attend the PMAA Conference in Pittsburgh on August 28-31.

Motion passed unanimously.

## 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. Update of the status of the letter that the Authority recommended be sent to the "53".

### B. Sewer Tapping Study - update

C. The Authorities 74th Annual Conference and Trade Show will be held in Pittsburgh, August 28-31.

One interesting item to be discussed is the PENNVEST On-Lot Program Improvements. PENNVEST and PHFA have implemented major changes to the PENNVEST Homeowner Septic Loan and are eager to share these improvements with municipal authority staff and leadership. The "big one" for PMAA is the loans can now be used to pay for first-time connections to public sewer as well as the repair and replacement of on-lot septic systems. Another sure-to-impress change is the removal of the household income limits that restricted homeowner participation. (Moderator: Glenn Highbie, Hellertown Borough Authority)

## NEW BUSINESS:

None

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ANNOUNCEMENTS:

Next scheduled meeting of the Authority will be Tuesday, September 6, 2016 @ 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 6:40 pm.

Respectfully submitted,

Jack DeMatos  
Secretary

