

# UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, November 7, 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  
Ronald Reybitz - Asst. Secretary and 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 3, 2016 with the below amendment under Unfinished Business, C. Easement Problems:

Changed sentence to read “Mr. Guignet said they would like to be able to cut the brush in easements twice per year.”

Motion passed 4 – 0 with Mr. DeMatos abstaining because he did not attend the meeting.

## 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: 10/22/2016, 10/24/2016, 10/26/2016, 11/1/2016

Date of letter: 10/3/2016

Letter from Gary Brienza, Solicitor (e-mail)

Letter sent to: Tom Dinkelacker, DDA Law

Subject: UST Items

1. Update on Brinley Court
2. Update from Mountain Glen
3. Scheduling a meeting to finalize the tapping fee ordinance

Date of letter: 10/3/2016

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

Letter sent to: Gary Brienza, Solicitor

Subject: (reply) UST Items

1. No word. Land was purchased; might be waiting for TOA's development of the golf course (AQC Zoning was approved)
2. Met with MG HOA several weeks ago. Their main concern is the streets and installation of final wearing course. They acknowledged needing to work with Karl on sewer easements and other issues. Recommend Karl contact them.
3. Asked Jackie to confirm dates.

Date of letter: 10/4/2016

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

Letter sent to: Karl Schreiter, Chris Cope

Subject: UST Items

Karl should contact MG HOA.

Date of letter: 10/4/2016

Letter from: P Lang, UST (e-mail)

Letter sent to: Tom Dinkelacker, DDA Law

Subject: UST Items

Contact (for HG HOA) is Nancy Worby.

Date of letter: 10/4/2016

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

Letter sent to: Nancy Worby, MG HOA

Subject: MG Sewer Issues

Contact me regarding various sewer issues that must be resolved regarding this subdivision. This would be the issues that we discussed at our recent meeting at the site several weeks ago.

Date of letter: 10/7/2016

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

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Subject: Sacred Heart Senior Living ---- Preconstruction Meeting Minutes  
(Attached) is a copy of the minutes of subject meeting held on 10/3/2016. An attendance list is also (attached)

Date of letter: 10/10/2016 & 10/11/2016

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

Letter sent to: Lisa Pereira, Broughal & DeVito, LLP.

Subject: Posh Properties

[Chairman's notes: There have been numerous e-mails concerning the matter.....

Lehigh University's counsel has made several revisions to the sanitary sewer easement over their property. The e-mails have involved Tom Dinkelacker, Chris Cope, Karl Schreiter, Tom Beil and others. As of 10/11, Tom Dinkelacker requested to see (visually) the route of this sewer line and the owners of the land. The easement grantor is Lehigh, and I want to see the actual route over the lands through which we would acquire the easement. Is the route different from that set forth in the record plan? Trisha responded....it is definitely different than what is on the approved plan....the conditions have not yet been met so there is no record plan at this time.]

Date of letter: 10/14/2016

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

Letter sent to: Tom Beil and Bruce Bush

Subject: Saucon Valley Crossings

(Attached) is a letter from Atty Malkames responding to our letter regarding the mobile home park sewer. I agree with Mark's suggestion that we should meet. Who do we want from our side to attend.

Date of meeting: 10/18/2016

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

Letter sent to: Bruce Bush and others

Subject: SBI -- Quarterly CAP Report

(Attached) is the report. Two copies must be sent to PaDEP by 10/30/2016.

Date of letter: 10/19/2016

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

Letter sent to: Bruce Bush and others

Subject: Jan 2017 Authority Meetings

The first Monday of the month is a Township Holiday (Jan 2 - New Year's Day). My suggestion is to push the meetings ahead to Monday, Jan. 9, 2017. The BOS Reorganization Meeting is take place on Tuesday, Jan. 3, 2017.

Date of letter: 10/20/2016

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

Letter sent to: Josh, Master Plan PA

Subject: USTMA Standards

(Attached) are draft standards for sewer laterals that are located next to storm water disposal facilities. We anticipate that these standards will be adopted by the USTMA in

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the near future. Any work completed on sewer laterals must be inspected by the USTMA inspector. His name is Bob Blanchfield.

Date of letter: 10/21/2016

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Weyhill Estates --- Phase 3 --- Review of Video Inspection

The video inspection was conducted on 10/16/2016. Our review of the videotape was: Segment MH #BB63 - MH #BB62

Segment appears to be in acceptable condition and the laterals located upstream of BB63 were acceptable.

We also reviewed video and written reports provided by National Water Main Cleaning Company, dated 10/5/2016. The Developer has addressed issues outlined in our previous letters.

Date of letter: 10/24/2016

Letter from: D Busch, Keystone-Alliance (e-mail)

Letter sent to: Karl Schreiter and others

Subject: Updated Sewer Tapping Fee Report and Exhibits

(Attached) for your review is the updated Sewer Tapping Fee Report and Exhibits. If you have any questions or comments before the report is finalized, let me know.

(Note: a copy of this correspondence and the attachments were sent by e-mail to all members of the Authority on 11/1/2016)

Mr. Bush discussed changing the January Municipal Authority meeting date because the first Monday of the month, January 2, is a Holiday. Mr. Bush said the Board of Supervisors Reorganization Meeting is scheduled for Tuesday, January 3. The Authority is in agreement to schedule the January meeting for Monday, January 9, 2017.

\*\*\*\*\*end of correspondence for November Meeting

## SOLICITOR'S REPORT:

The Solicitor's Report dated November 7, 2016 was presented by Solicitor Brienza.

Solicitor Brienza let the Authority know there is no update from Brinley.

Solicitor Brienza said the judge still has not made a ruling on the Benkini lawsuit.

After meeting with the owners of Saucon Crossings and their attorney last month, their attorney responded with displeasure because they are not allowed any new connections. Mr. Brienza said a follow-up meeting with their attorney is scheduled for November 15.

Mr. Brienza said the modifications of the Tapping Fee Ordinance are complete. There is one more meeting scheduled for November 9 to go over all changes before finalizing.

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Mr. Brienza said none of the requested changes have been made at Mountain Glen. He said the Township will not accept system dedication until all changes are made. Solicitor Brienza suggested that a letter be sent to the HOA.

Mr. Schreiter said he and Mr. Guignet were at Mountain Glen last month for a paving meeting and met with the new president of the HOA. He said she is aware of what needs to be done. Mr. Cope said he will drive by soon to see if any changes have been made. Mr. Brienza said he will draft a letter if nothing has been done. Mr. Schreiter added that they mowed in the back of the property but found another tree in the easement which will need to come down. He said the HOA has retained Ott Engineering to help with the easement issues.

Solicitor Brienza explained some issues concerning Posh Properties. He said Posh took the draft easement plan and submitted it to Lehigh Reserve Trust. Lehigh came back with several changes but both Solicitors Brienza and Dinkelacker do not want to approve them. Mr. Schreiter said there are issues with trees and a potential sink hole plus there needs to be a manhole easement on Lehigh's property. Mr. Brienza said the language they used is unacceptable as well. Mr. Brienza said there is nothing that can be done until the actual changes are decided. Then Mr. Brienza will discuss adopting acceptable language to be used in the agreement. Mr. Schreiter said there is a meeting with Posh setup for November 15.

## ENGINEER'S REPORT

Karl Schreiter, PE, presented Engineer's report dated November 4, 2016.

Mr. Schreiter said that Tim Paashaus from Coopersburg Borough requested Oxford Ridge's planning module. It was drafted in 2011 so Tom Beil is requesting that the engineer update it. Mr. Beil said that 26 units are approved but the Township has not received payment for the EDUs yet.

Mr. Schreiter said that he is still working with Mr. Cope and Mr. Guignet on new standard sewer specifications.

## SUPERINTENDENT'S REPORT:

Mr. Cope said they raised the manhole in a resident's driveway on Juniper.

He said staff did lateral repair on Laurel Lane. Mr. Cope said that a resident on Laurel Lane had grinder issues due to incorrect repairs done by a contractor. The contractor agreed to some reimbursement but not for labor costs. The resident is asking the Township to reimburse her for the labor cost of \$90. Mr. Cope said he may need Solicitor Brienza to get involved.

Mr. Cope said there was no Bis(2-ethylhexyl) phthalate found in samples again this month.

Mr. Cope said there is a buried manhole on Lanark Road that will be raised soon.

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Mr. Cope presented the Authority with copies of the proposed 2017 budget. Mr. Bush asked the Authority if they had any questions on the budget. They had no questions.

Ms. Moore asked Mr. Schreiter about High Hotels reduction of EDU units. She asked if there is anything in writing as to what happens if their usage goes over. Solicitor Brienza said this will be addressed in the tapping fee ordinance.

## TREASURER'S REPORT:

Treasurer Mark Sullivan submitted the report. He gave the Authority members paperwork to fill out in order to be paid on the Township payroll. He asked the forms to be returned at the December meeting. Mr. Sullivan said he will work out the other details with Bob Kassel.

Mr. Sullivan explained there was a reimbursement to Ms. Moore for attending the conference in Pittsburgh in the amount of \$608.53. November interest was added as well.

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

### B. Sewer Tapping Study - update

Review the Updated Sewer Tapping Fee Report and Exhibits as submitted by D. Busch and sent by e-mail to the members of the Authority on 11/1/2016.

Mr. Schreiter said the EDU rate has been revised to 226 gallons to be in compliance with the 537 Plan. Mr. Bush asked what the next step is. Mr. Schreiter said the document is to become part of the tapping fee ordinance that will go to the Board of Supervisors for approval. Mr. Bush asked if it will be ready for December's meeting. Solicitor Brienza and Mr. Schreiter think January or February is probably more realistic. The ordinance would possibly be ready for the March or April Board of Supervisors meeting.

### C. Easement Problems

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NEW BUSINESS:

None

ANNOUNCEMENTS:

Next scheduled meeting of the Authority will be Monday, December 5, 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 6:41 pm.

Respectfully submitted,

Jack DeMatos  
Secretary

