

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, February 6, 2017

4774 Saucon Creek Road

Chairman Bruce Bush called to order the regular meeting of the Upper Saucon Township Municipal Authority at approximately 6:05 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.

MEMBERS PRESENT:

Bruce Bush – Chairman

Joaquin (Jack) DeMatos - Vice Chairman

Ryan Holmes - 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

John Guignet, UST Assistant Director of Water and Sewer Resources

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.

VISITORS:

None

PUBLIC COMMENT:

None

MINUTES:

A motion was made and seconded to approve the meeting minutes for January 9, 2017 with one minor correction, to combine the paragraphs regarding Coopersburg, under "New Business".

Motion passed unanimously.

CORRESPONDENCE COMMENTS:

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

(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: 1/23/2017, 2/4/2017

Date of letter: 1/10/2017

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

Letter sent to: Tom Beil, UST

Subject: Votes from last night's meeting

Please be advised that both the Oxford Ridge and Lanark Commons Planning Modules were approved. Additionally, in a weird 3-0 with 2 abstentions vote, the sale of 74 additional EDU's to Coopersburg was approved.

Finally, there was a discussion about the Calverey connection....Recall that the board suggested to that resident that your office be contacted to set up an SEO inspection. IF the SEO determined that the onsite system was failing, and therefore the resident had to connect to public sewer, the board would consider becoming actively involved in acquiring a necessary easement IF the resident was unsuccessful in working with her neighbor on the issue. IT is believed that the resident has not, as of yet, contacted your office. Obviously the proverbial "Ball" is in the court of the resident....Please confirm status as far as you know it to be.

Date of letter: 1/10/2017

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

Letter sent to: Gary Brienza, Solicitor

Subject: Votes from last night's meeting

I have nothing to report on the Calverey connection.

Date of letter: 1/11/2017

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

Letter sent to: Tom Beil, UST and others

Subject: Oxford Ridge Subdivision -- Executed PADEP Planning Module Forms (Attached) are the executed forms for the subject.

Date of letter: 1/20/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Posh Properties --- Preliminary/Final Land Development Plan Review

We reviewed the subject dated June 8, 2015 with revisions through December 12, 2016.

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 an 11,071 sf office building and a 10,000 sf daycare facility. In addition 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.

Karl's comments included:

The parallel 6-inch diameter laterals must be replaced with one 8-inch diameter sewer. Laterals from each building should discharge to a common manhole.

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MH#PP-3 should be relocated to eliminate the bend in the lateral piping.

All sewer piping must have a minimum cover of 4 feet. Profiles for both buildings do not meet this requirement.

Developer must submit a revised IPP Wastewater Discharge Permit application to document if any cooking facilities will be included with any of the buildings.

Date of letter: 1/31/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: King Property Connection.....5561 PA Route 378.....Plan Review

Project will connect the King Property located at 5561 PA Route 378 to the existing sewer located in Old Bethlehem Pike. There is sufficient capacity to make this connection. Project will install a 2-inch diameter low pressure force main in the western shoulder of Old Bethlehem Pike extending from the residence to existing MH#41-D.

Karl had the following comments:

A note must be added to the Plan that the existing on-site treatment system must be abandoned.

All work must in accordance with USTMA specs

Gravity lateral does not have the required 4-foot minimum cover.

Date of letter: 1/31/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: King Property Connection.....5561 PA Route 378.....Plan Review

We reviewed the subject document prepared by Keystone Consulting Engineers dated 1/30/2017 with revisions through 1/31/2017.

SEA had no comments on the Plan.

An agreement will be needed to allow homeowner to recover a portion of future tapping fees if the line is extended by other homeowners along Old Bethlehem Pike. The property owner must submit a sewer connection permit application to UST before starting construction of the project.

Date of letter: 2/1/2017

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

Letter sent to: Bruce Bush

Subject: Revised Standard Specifications

(Attached) is a revised standard specs that address the following issues:

--Section 0101 --- Paragraph 2.14 had been added to the specs to address off-road easement issues that include maintenance and access

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--Drawing DX-19 --- Drawing addresses issues that arose with the placement of storm water seepage beds next to sewer laterals.

These revisions should be discussed and approved at Monday's meeting.

Date of letter: 2/1/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Copperhead Grill Expansion.....Planning Module Review

We reviewed the Planning Module for the subject as prepared by Ott Consulting dated 1/10/2017 and revised though 1/31/2017.

Project will include expansion of the existing restaurant and demolition of a neighboring residence. The subdivision will be serviced through the existing sewers located in Old Bethlehem Pike and the South Branch Interceptor.

Current water use at the facility is 4271 gpd. Estimated water use of the expanded facility is 7190 gpd which represents an increase of 2919 gpd of water use. This increase represents an increased sewage flow of 3748 gpd or 17 edu's. There is sufficient allocated treatment plant and conveyance capacity for providing sewer service to this area of the Township. There is no reported conveyance problems associated with the sewers servicing the proposed project.

We recommend that the USTMA and USSTA approve this module. UST must process the PADEP Planning Module Exemption Request Form and send it to PADEP.

The Developer must submit and updated Industrial Pretreatment Wastewater Discharge Application to document that existing grease facilities are adequate to service the proposed expansion.

(In an e-mail from Karl to Trisha, dated 2/1/2017, Karl stated he did not check the records to determine how many edu's were purchased in 1973 by the original property owners. Based on a water use of 4271 gpd, they are currently utilizing 25 edu's. The expansion will incorporate an additional 17 edu's. Let me know how you want to proceed.

*****end of correspondence for February meeting

Mr. DeMatos asked Karl Schreiter if anything will change concerning the grease trap for Copperhead. Mr. Schreiter stated that he asked for a revised IPP.

SOLICITOR'S REPORT:

The Solicitor's Report dated February 6, 2017 was presented by Solicitor Brienza.

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

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Mr. Brienza said there has been no update from Saucon Crossings since the last meeting.

Mr. Brienza said the Tapping Fee Ordinance will hopefully be complete by April and that he is expecting the updated Ordinance from Attorney Dinkelacker by the next meeting.

No updates for Mountain Glen.

ENGINEER'S REPORT

Karl Schreiter, PE, presented Engineer's report dated February 3, 2017.

Mr. Schreiter said the Sunset Lane/Ackerman's Lane dry sewer will be installed in 2017 or 2018 depending on the Township securing roadway easements.

Mr. Schreiter said that the Authority should approve the plans for the Copperhead expansion.

Mr. Schreiter said the data from the flow meters that were put in place on the North branch and also on Oakhurst to look into the possible storm water issue at the Promenade are showing that there are no issues. So we need to try and find where the infiltration is coming from.

Mr. Schreiter said he has finished the standard specs, section 0101 (issues regarding easement maintenance and requirements) and to included developer requirements. He also attached the standard specs drawing for laterals that run by storm water infiltration beds.

Mr. Schreiter has two motions, one for the planning module and one for the standard specs that need approval tonight.

The CAP report was sent on time.

Ryan Holmes asked about why we monitor surface ground water levels and Karl explained to him that several years ago we put these in just to monitor our ground water levels to track I&I.

SUPERINTENDENT'S REPORT:

Mr. Cope said staff has been flushing and TV'ing lines in TOA Phase 3.

Mr. Cope said that staff has been looking at the easements and are finding manholes that we were either not aware of or are in bad shape, buried, etc. He noted that he added money to the budget this year for easement maintenance.

Jack DeMatos asked about all of the manholes we are finding that we didn't know existed and asked about getting GIS. Mr. Cope stated that he has been requesting GIS

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for a few years but that it keeps being taken out of his budget. He thinks we are moving closer to getting it but, that it must be coordinated with police, fire, etc.

Mr. Cope said Liberty Village was reviewed again and we are still finding issues that need to be resolved before we will accept dedication.

Mr. Cope mentioned that the lateral inspection program with Bob Blanchfield is going very well and that he has been a great benefit.

TREASURER'S REPORT:

Treasurer Mark Sullivan submitted the report.

Mr. Sullivan explained that the payment method for the Authority has now been solidified and the Authority will now be paid quarterly.

A motion was made and seconded to approve the new payment method.

Motion passed unanimously.

Mr. Sullivan stated that he turned in the 2016 financial information to the Township for the audit.

Mr. Sullivan said that \$200 was paid for the Pennsylvania Municipal Authority Association membership fee.

Mr. Sullivan reported that the current balance is \$1,667.16.

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

Motion passed unanimously.

MOTION (S):

Motion made and seconded to approve the Copperhead Grill Township Planning Module. Ref: SEA letter dated 1/31/2017.

Motion passed unanimously.

Motion made and seconded to approve the modifications and revisions to drawing DX-19 in the Township Standard Specifications section 0101.

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".

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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.

Solicitor Brienza estimates it will be April or May before this ordinance will be advertised and approved by the Board of Supervisors.

C. Easement Problems

NEW BUSINESS:

A. Bidding Threshold Increase

Mr. Bush informed the Authority of the following changes:

The Pennsylvania Department of Labor & Industry published the authority and municipal bidding thresholds for 2017. Under Act 90 of 2011, the bidding thresholds provide for an annual inflation adjustment based on the Consumer Price Index for All Urban Consumers.

The percentage change for the 12-month period ending September 30, 2016, is 1.5%. Beginning on January 1, 2017, the bidding thresholds for municipal authorities will be as follows:

- Purchases and contracts below \$10,700 require no formal bidding or written/telephonic quotations.
- Purchases and contracts between \$10,700 and \$19,700 require three written/telephonic quotations.
- Purchases and contracts over \$19,700 require formal bidding.

B. 2017 PMAA Board Member Training

Mr. Bush said this training is being offered Wednesday, March 1, 2017 at the Holiday Inn, in Allentown, PA. He said, among other topics, he would be interested in attending the session on PHFA septic loans from Penn Vest that can cover first-time connections to public sewer and repair/replace of on-lot septic systems. There have been changes to the household income limits which have previously restricted resident participation. Mr. Bush feels that it would also be worthwhile for Ryan Holmes to attend since he is new to the Authority. Mr. Bush requested the Authority's approval.

Mr. Brienza said no formal vote was needed and all Authority members agreed to Mr. Bush and Mr. Holmes attending.

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ANNOUNCEMENTS:

Next scheduled meeting of the Authority will be **Monday, March 6, 2017 @ 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 6:39 pm.

Respectfully submitted,

Ryan Holmes
Secretary

