

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, April 3, 2017

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.

MEMBERS PRESENT:

Bruce Bush – Chairman

Ryan Holmes - Secretary

Mark Sullivan – Treasurer

Ronald Reybitz - Asst. Secretary and Asst. Treasurer

MEMBERS ABSENT:

Joaquin (Jack) DeMatos - Vice Chairman

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:

Three representatives from Van Cleef Engineering Associates, led by Mark Bonac.

PUBLIC COMMENT:

Mr. Bonac explained they came to discuss Saucon Heights, a small development with thirteen lots in Upper Saucon Township and twenty-three lots in Lower Saucon Township. Mr. Bonac met with Upper Saucon Township staff but was referred to the Municipal Authority to discuss adding sewer service. Mr. Bonac asked if Upper Saucon Township could also provide service to the units located in Lower Saucon Township.

Mr. Schreiter said the development is not in a designated sewer service area and there is currently no capacity available to allocate to Lower Saucon Township until the plant is upgraded. He said the 537 Plan would need updated as well. If Upper Saucon would be able to provide capacity, there would have to be an inter-municipal agreement between the two townships.

Mr. Bonac said they would like to start building in 2018. Mr. Schreiter said it will probably be five years to get the capacity online, update the 537 Plan and complete the inter-municipal agreement. Mr. Bush summed the situation up by stating that Upper Saucon is not ready to expand the system until the 537 Plan is done. This will probably be within one year. Solicitor Brienza said it will take between six months and one year

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to complete the inter-municipal agreement. He said he will notify Tom Beil and Solicitor Dinkelacker of this situation.

MINUTES:

A motion was made and seconded to approve the meeting minutes for March 6, 2017 as submitted.

Motion passed 3-0 with Mr. Reybitz abstaining.

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: 3/19/2017, 3/21/2017, 3/24/2017, 3/27/2017, 4/1/2017

Date of letter: 3/7/2017

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

Letter sent to: Tom Beil, UST and Tom Dinkelacker, DDA Law Office

Subject: Chestnut Hill Road Extension (Should be Oakhurst Drive)

Last night a number of residents on Chestnut Hill Road came to the USTMA meeting. The basic complaint was that they all need sewer (a number of failing systems) and that it was "promised" to them a number of years ago....

There are approximately 10 homes in this area with the estimate that at least 8-9 need sewer....and the expectation that at least 7 will gladly tie in....

The others....who knows...but for sure if the sewer is extended, those other houses will all be well within the 150 feet range...for sure we will need a number of easements....I get the sense that all of these people will gladly provide those (I am assuming at minimal to no cost from the township) but of course who knows what will happen with the 2-3 homes that allegedly do not need sewer (at least 1 just placed a new sand mound into service)....

So long story short, the Board authorized Karl to finalize/update the plan for this area (Karl indicated that he previously did a plan for gravity sewer to service this area...but it has to be finished AND updated due to the time gap since he first started the plan). The residents were advised of all potential costs....and that any construction would be approximately 13-14 months away...this did not seem to concern the residents as long as the process is proceeding.

Essentially we need to assume that this plan/project will be in the 2018 budget (an early start to that budget!). I am not sure if you need anything else from me....I have the list of attendees from last night....Please advise.

ONE major issue though....in order to complete this project we need the dedication completed from the Promenade....I AM NOT SURE where we are on that aspect...so by copy to Dink please advise what we need to do to finalize the dedication there...

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Date of letter: 3/7/2017

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

Letter sent to: Tom Dinkelacker, DDA Law Office

Subject: Ordinance Status

Checking on the status of the Ordinance (regarding Tapping Fee).....it may be difficult to have this approved in April unless I'm able to supply it to the USTMA Board in the next week or two.....

Date of letter: 3/7/2017

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

Letter sent to: Karl Schreiter, SEA

Subject: Chestnut Hill Road ----- Extension

Sorry all for my mistake on that.....Oakhurst Drive it is.

Date of letter: 3/7/2017

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

Letter sent to: Thomas Beil, UST

Subject: 52

The status of the letter and the overall issue of the 52 homes was raised by Bruce.....Ryan Holmes seemed intrigued by it and wondered by the Township has not forced connections.....I guess the thought is that with Mindy (not on the Board) perhaps this matter could proceed again. What if anything shall I tell Bruce?

Date of letter: 3/7/2017

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

Letter sent to: Gary Brienza, Solicitor

Subject: RE: 52

The Authority should make a formal written recommendation to the Supervisors. Interested residents should be invited to the meeting when the Authority discusses this issue. I have the list of interested residents.

Date of letter: 3/7/2017

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

Letter sent to: Gary Brienza, Solicitor

Subject: 52

(Attached) are the names and contact for the residents who want to be notified of any meetings where the sewer connection policy is discussed. Please make sure these residents are given adequate notice of the meeting when the Authority discusses this issue.

Date of letter: 3/7/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: DeSales University ---- Upper Classman Village, Phase 2 ----Plan Review

We reviewed the documents in your transmittal dated 2/23/2017. Based on our review of those documents we have no further comments.

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Date of letter: 3/7/2017

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

Letter sent to: Tom Beil and others

Subject: DeSales University Upper Classmen Village, Phase 1 ---- Escrow Release
(Attached) is the escrow release for DeSales University as approved at the meeting last night.

Date of letter: 3/8/2017

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

Letter sent to: Gary Brienza, Solicitor

Spoke to Karl and he says it's Oakhurst Drive. As to Promenade Shops it was never done, long story. Let's talk.

Date of letter: 3/8/2017

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

Letter sent to: Bruce Bush and others

Subject: Chestnut Hill Road - Extension

Sorry for my misnaming.....Oakhurst not Chestnut Hill.....my fault

Date of letter: 3/8/2017

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

Letter sent to: Gary Brienza, Solicitor

Subject: Ordinance Status

Need to do it. Will try to get final draft done this week or next.

Date of letter: 3/8/2017

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

Letter sent to: Bruce Bush and Tom Beil

Subject: UST Meeting 3/6/2017.....Oakhurst Drive.....Tapping into Sewer Details d the following e-mail dated 3/8/2017 from Dan Cocco)

(Karl forwarded the following e-mail dated 3/8/2017 from Dan Cocco)

Dan Cocco Here

2813 Oakhurst Dr.

Meeting held 06MAR2017 at the Water Treatment facility, Saucon Creek Rd.

Advisors in Attendance.

Jack DeMatos, Chris Cope, Mark Sullivan, Gary Brienza, Brian Holmes, Bruce Bush, John Guignet, Karl Schreiter.

Concern: The last 10 homes on the Northwest Side of Oakhurst Dr., Extending the existing available sewer on the southeast side of Oakhurst Dr.

Overview: (copy of a sketch was displayed here)

Next Steps:

Re-Analysis of the existing prints to best make the project happen.

Need to effectively tie in the 8 in. line by minimizing the State road crossing of Oakhurst Dr.

Getting the current privately owned sewer (Promenade) to allow this extension.

Timing of the project: 13 months out, Spring 2018.

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Cost associated:

Township Tapping Fee, currently \$4200, potential increase to \$5000 - \$6000 by project start.

Tie residence into the line, All gravity fed, Pump, private Plumbing fee, \$4000 - \$10,000.

Fees associated with the decommissioning of existing residence septic system For project to move forward, all residents will need to agree to the work being done on their property and to tap into the line will forward to affected residents not in attendance - Harvey & Marge Kichline, Szlacta's, Kuhnsman's

Please forward to the Gentleman in attendance that did not have his eMail handy.

Appreciative

Dan Cocco

Date of letter: 3/10/2017

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

Letter sent to: Brue Bush and others

Subject: Saucon Valley Crossings

(Here) is a copy of the easement for the line going to Chestnut Street.

Also, the owners still have not submitted their Chapter 94 Report. I talked to Dave Lear today and will try and remind the owners about submitting the report. Also, he said that the drawings will be changed to replace the line between the park and Chestnut Street.

Date of letter: 3/15/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Michael Livengood, Professional Site Management, Inc.

Subject: Blue Ridge West Estates.....Submittal Review.....Low Pressure Force Main

We reviewed the Transmittal from you dated 3/15/2017.

The Cleanout detail as provided by Site Specific is approved as noted.

The combination air valve is approved as noted.

Date of letter: 3/16/2017

Letter from: J Miller, UST (e-mail)

Letter sent to: Tom Dinkelacker, DDA Law Office, Karl Schreiter, P. Lang

Subject: DeSales Upperclassmen Village

This Village Phase 2 has now been recorded and it is time to issue the permits for construction. I'm verifying that the number of EDU's I'm to charge has changed from 11.5 to 14. Therefore I will annotate the current sewer application to reflect a change from \$36,310 to \$44,160.

Date of letter: 3/20/2017

Letter from: J Miller, UST (e-mail)

Letter sent to: Tom Dinkelacker, DDA Law Office, Karl Schreiter, P. Lang

Subject: DeSales Upperclassmen Village

Subject Building #4 has been issued and construction will now begin.

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There is still the issue of the two existing buildings (#1 and #2) that have more beds/usage than anticipated. DeSales was billed 11.5 edu's for each of the original sewer permits. Moving forward, please let me know how it should be approached to get the balance of 2.5 edu's for those existing buildings. \$7,850 per each building would be the fee.

Date of letter: 3/20/2017

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

Letter sent to: J Miller, UST, Tom Dinkelacker, Karl Schreiter

Subject: DeSales Upperclassmen Village

The figures we got from Karl for buildings 3 & 4 were for 72 beds -- I think there may be only 70. At the time I was thinking that rather than re-calculate, this would accommodate the overage in buildings 1 & 2. It is our intent to meet with University officials prior to the submission of the next phase to get their numbers in line for both ADT and EDU's.

Date of letter: 3/20/2017

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

Letter sent to: L Miller, UST, Karl Schreiter, SEA and P Lang

Subject: DeSales Upperclassmen Village

I suggest that they be tilled for the extra beds at this time, however I will defer to Karl and Chris.

Date of letter: 3/20/2017

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

Letter sent to: Doris Formica, Westbury Drive, Center Valley

Subject: UST Website Inquiry

Thank you for reaching out to the Townships Sewer Department and Municipal Authority regarding your interest in sewer easement plantings. Unfortunately, the Township does not allow any sort of plantings or construction over these easements so the Township can access these sewer lines for preventive maintenance measures or emergency repairs.

If you feel inclined to present your situation to the Townships Municipal Authority, the next meeting is scheduled for 6:00pm on Monday, April 3rd at the Townships Water/Sewer Department Office located at 4776 Saucon Creek Road, Center Valley. The Authority can hear your concerns and decide if any exceptions, to this policy, are warranted.

Date of letter: 3/20/2017

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

Letter sent to: Tom Dinkelacker, J Miller, P Lang

Subject: DeSales Upperclassmen Village

I agree with Tom. In addition, we have to schedule a meeting with the University to discuss Phase 3. They will have to submit a new planning module for the additional flows generated in Phase 1 and 2 and any extra flows in Phase 3 that were over and above the approved allocation.

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Date of letter: 3/20/2017

Letter from: Doris Formica

Letter sent to: C Cope, UST

Subject: UST Website Inquiry

Thanks for the info. Not interested in going further at this point in time. But I did do some looking around the internet to see what other sewer authorities recommend. Not sure if you have your policy in writing, but here is one that I found if you are interested .
<http://www.owasa.org/before-planting-in-an-owasa-easement>

Date of letter: 3/21/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Dunkin Donuts.....Sketch Plan Review

We reviewed the drawing "Dunkin Donuts, 5039-5055 Route 309 as prepared by Lehigh Engineering Associates, Sheet one, March 10, 2017".

Proposed facility will consist of two retain establishments to be located along the east side of PA Route 309 between East Valley Road and East Hopewell Road. Existing structures on the property will be demolished. Plan does not include details, flow projections etc. needed for us to make any comments.

Date of letter: 3/21/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Copperhead Grill Expansion----- Plan Review

We reviewed the drawings dated 1/10/2017 with revisions through 3/10/2017.

Karl's comments were:

The lateral for the existing residential dwelling must be shown on the Plan. Note must be added that the lateral will be abandoned at the curb line. In addition, a note must be added to the drawings that all sanitary sewer construction work must be performed in accordance with all applicable USTMA specs.

Date of letter: 3/22/2017

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

Letter sent to: Bruce Bush

Subject: Saucon Heights..... New Project

(Attached was a sketch showing the new project consisting of about 38 homes located in Lower Saucon Township. Developers are looking to purchase from UST the sanitary sewage service for this project.)

Date of letter: 3/22/2017

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

Letter sent to: Chris Cope, UST and others

Subject: NBI Flows

As part of my analysis regarding capacity for the Kay Lehigh project, we examined flows in the NBI since 2010. The flow data taken at MH#NB-33 was used.

The manhole elevations are as follows:

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	Top (ft)	Invert (ft)	Depth (ft)	Depth (in)	
MH# NB-33	360.5	348.91		10.6	127
MH# SB-4	358.6	347.56		11	132

Based on these elevations, the top of MH#SB-4 is approximately 1.9 ft or 22.8 inches lower than the top of MH#NB-33. As a result, flows will overflow at MH#SB-4 first. Also, this means that the NBI would never surcharge to a condition to result in an overflow upstream of MH#SB-4.

Based on the above elevations, overflows at MH #SB-4 will occur once depths in mH#NB-33 exceed 104 inches in depth. Based on the available data, this condition occurred four times since 2010:

- September 29, 2010 T. S. Nicole (8.7 inches of rainfall)
- August 28, 2013 Flooding (4.7 inches of rainfall)
- April 30, 2014 Flooding (2.6 inches of rainfall)
- February 23, 2016 (2.4 inches of rainfall)

In all other major rain events, the surcharging did not exceed 104 inches that resulted in any overflows. The next highest surcharge condition occurred during Hurricane Irene and T. S. Lee between August 27, 2011 and September 8, 2011. However, the meter only recorded a maximum depth of approximately 75 inches. Therefore, there were not many incidents of overflow that occurred in the past. Furthermore, the latest incidents in 2013, 2014, and 2016 were aggravated by the additional flow from the Route 309 bypass which now allows all of the excess sewage that once overflowed at Hopewell Road to now be transported to the WWTP. This may increase flows by up to 1 mgd peak flow.

Once you review this data, let's discuss it.

Date of letter: 3/23/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Roy Reichelderfer, Valley Builders, LLC.

Subject: DeSales University.....Upper Classman Village.....Sanitary Sewer Submittal Review

We reviewed the transmittal from Semmel Excavating dated 3/8/2017.

Karl approved the products listed on the transmittal.

Date of letter: 3/24/2017

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

Letter sent to: Karl Schreiter, SEA and others

Subject: NBI Flows

(Chris responded to Karl's e-mail dated 3/22/2017 on the subject)

Date of letter: 3/24/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush, Tom Beil and others

Subject: Kay Builders Impact Analysis on Sewer System

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(Attached) is a draft of the analysis of the impact of Kay Builder's project on the sewer system.

(Because of the length of the draft, a copy of the draft was provided to each member of the Authority by e-mail dated 3/27/2017)

Date of letter: 3/27/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Paxos Property Connection.....2170 Spyglass Hill.....Plan Review

We reviewed the Plan dated 3/3/2017. Proposed project will connect the Property to the existing sewer located in Spyglass Hill. Karl had no comments on the sheets he reviewed.

Date of letter: 3/29/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: King Property Connection.....5561 PA Route 378.....Pre-Construction Meeting

(Attached) is a copy of the minutes of the meeting. (Attached) to the minutes was a copy of Section 02990 - Horizontal Directional Drilling of Low Pressure Sewer Pipe.

Date of letter: 3/30/2017

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

Letter sent to: Gary Brienza and others

Subject: Saucon Valley Crossings

(Attached) is our final draft of the proposed Agreement - Sewer and Water. Note this has been reviewed and approved by Tom Beil and will need the final Plan revision date is available.

Date of letter: 3/31/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: HMB Management - Hotel and Banquet Center.....Review of Sewer Escrow Release

HMB Management has requested a release of escrow monies associated with the construction of the sanitary sewers for the Hotel and Banquet Center.

HMB has requested release of 90% of the escrow as allowed under current Authority Policy. We recommend that the Authority approved the release of \$50,451 as requested at this time.

*****end of correspondence for April meeting

SOLICITOR'S REPORT:

The Solicitor's Report dated April 3, 2017 was presented by Solicitor Brienza.

Mr. Brienza said there has been no update from Brinley on their development plans.

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Solicitor Brienza said the judge still has not made a ruling on the Benkini lawsuit. Mr. Brienza discussed the case with the insurance counsel last Thursday. He said they are still awaiting the judge's ruling.

Mr. Brienza said Saucon Crossings submitted a complete plan to Mr. Schreiter and things appear to be moving forward. He added that new construction will not be allowed until all repairs are made.

Mr. Brienza is waiting on Attorney Dinkelacker to update the Tapping Fee Ordinance. He hopes to have it ready for the May meeting.

Concerning the Blue Belle/Weyhill dedication, Solicitor Brienza said the punch list appears to be complete. He said Solicitor Dinkelacker is working on the encroachment agreements for the Authority's review.

ENGINEER'S REPORT

Karl Schreiter, PE, presented Engineer's report dated March 31, 2017.

Mr. Schreiter, Mr. Guignet and Mr. Cope reviewed the old 2005 Oakhurst Road sewer project plans. They found that due to the contour of the land, a low pressure system will need to be installed, not gravity sewers, as the residents were told in March. Mr. Schreiter said DEP still wants permits for low pressure systems.

Mr. Cope said there will be roughly a \$5,000 cost to each resident to install pumps. Mr. Schreiter said it would be a good idea to have the residents come in again and discuss the changes.

Mr. Bush would like the residents to be notified of the change in May. Mr. Schreiter should work on a presentation. Then residents will be invited to attend the June meeting to discuss.

Mr. Bush asked if there is an easement issue with Saucon Crossings Mobile Home Park. Mr. Schreiter said their attorneys are happy with the agreement.

Mr. Schreiter has one motion for an escrow release to HMB Management Hotel and Banquet Facility that needs approval this evening.

SUPERINTENDENT'S REPORT:

Mr. Cope said that staff has been doing lateral repairs on Clover Lane.

Mr. Cope is scheduling visits within the next two months to all industries on the Industrial Pre-Treatment List. He is getting some resistance. He said he wants to see their processes, HVAC systems, check for Freon that could get into the system and review deficiencies. He also wants to make sure their sampling reports are correct. He said this is the first time in years this type of visit is taking place.

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Mr. Cope said staff did TV, flow meter and flushing work at a house on Old Bethlehem Pike.

He mentioned that Coopersburg Borough is requesting some TV work. He does not know if they should be charged or not because the work will benefit the Township.

TREASURER'S REPORT:

Treasurer Mark Sullivan submitted the report that includes a \$201.52 payment to Bruce Bush for expense reimbursements.

Mr. Sullivan reported that the current balance is \$1,467.04.

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 release of 90% of the escrow, \$50,451, as requested by HMB Management for their Hotel and Banquet Center.

Ref: SEA letter dated 3/31/2017.

Motion passed unanimously.

EXECUTIVE SESSION:

At approximately 7:20 p.m., the Authority met in Executive Session to discuss contract negotiations.

The Authority returned from Executive Session at approximately 7:43.

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. Easement Problems

Mr. Bush said that he will add the Oakhurst Drive Sewer Project as item D on next month's agenda. He said the Authority will need to have agreements with all homeowners involved stating they will pay for connecting.

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NEW BUSINESS:

None

ANNOUNCEMENTS:

Next scheduled meeting of the Authority will be **Monday, May 1, 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 7:45 pm.

Respectfully submitted,

Ryan Holmes
Secretary

