

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Tuesday, October 2, 2017

4774 Saucon Creek Road

Chairman Bruce Bush called to order the regular meeting of the Upper Saucon Township Municipal Authority at approximately 6:08 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

STAFF ABSENT:

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:

Juaquin Carillo, Jr., 2563 Oakhurst Drive

PUBLIC COMMENT:

Juaquin Carillo is under agreement to purchase a home at 2563 Oakhurst Drive and asked the Authority for information about installing public sewer on Oakhurst Drive. Mr. Carillo said that his current septic system is in working order.

Mr. Schreiter explained that homeowners on Oakhurst Drive will need to install E1 pump stations on their properties that will pump to the township line. This system is underground except for the green top. Mr. Schreiter said it is roughly \$4,000 to purchase the pump station plus a plumber's installation cost and the \$4,100 tapping fee. Mr. Cope explained the cost varies based on the distance to connect.

Mr. Carillo asked if it is mandatory to connect. Mr. Bush said that if a township line is run, it is mandatory.

Since the Oakhurst subject was already in discussion, Solicitor Brienza informed the Authority that the needed Promenade Shops easements were not all drawn up or recorded. He said easements for only the access roads are drawn up but they were not recorded. All other easements were never drawn up or recorded. He said we need

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access to the manhole at the top of the property in order to start the Oarhurst Drive project. Mr. Brienza said ownership of the Promenade Shops has changed hands and he thinks Lehigh University Partnership 21 owns it now, but he is not totally sure.

Mr. Schreiter asked if he should start the easement process? The Authority is in agreement to start the process. Mr. Schreiter said the Township will also need a DEP Part 2 permit for the Oakhurst project. He said he will email the plans to the appraiser.

Mr. Schreiter then presented and discussed the project drawings with the Authority.

MINUTES:

A motion was made and seconded to approve the meeting minutes for September 5, 2017 as presented.

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: 9/27/2017, 9/28/2017, 9/29/2017, 9/30/2017

Date of letter: 9/6/2017

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

Letter sent to: Tom Beil and Tom Dinkelacker

Subject: Weyhill Estates - Sanitary Sewer Easement - Lot 134

Essentially, what this means is that in return for the agreed upon payment from the developer, the authority/township would accept the smaller width easement that was proposed by the developer. Purchase of the equipment mentioned herein will allow Chris/John and their crew to have access to the manhole adjacent to the area of this easement without the need to widen the easement AND significantly regrade the lot...It is a benefit to the developer but more importantly to the Township/Treatment Plant. The equipment will of course be used in other places greatly enhancing the staff's abilities to address possible clogs. I will follow up with the developer and all others to finalize.

(Note; Gary's letter was in response to an e-mail from Seth Pellegrini, Toll Brothers, dated 9/5/2017)

Date of letter: 9/8/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Traditions of America - Phases 3 and 4.....Review of Video Inspection

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We reviewed the video from a television inspection of the sewers of this subdivision. Purpose of the inspection was to determine the current condition of the sewers. Inspection was conducted on 9/6/2017.

The segments that were inspected were found to be in acceptable condition. Segment MH#B10 - MH#B9 has deficiency.....a pipe sag of 1/4" - 1/2". If repairs are not made to remove the sag, the segment qualifies to be acceptable under the USTMA's flushing program.

Date of letter: 9/11/2017

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

Letter sent to: Chris Cope and others

Subject: USTMA --- Ginder Letter

(Attached) is the letter to William Ginder. (Note: a copy of the letter was not able to be opened)

Date of letter: 9/12/2017

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

Letter sent to: Gary Brienza, Solicitor and others

Subject: Weyhill Estates - Sanitary Sewer Easement - Lot 134

We would look for a unit that is a Co-Stars purchase. I'm still awaiting word from Toll Brothers, however, on whether or not it is acceptable for them to simply cut the Township a check.

(This e-mail was in response to an e-mail from Tom Dinkelacker, dated 9/12/2017, that the purchase is a Co-Stars purchase so that we do not need publicly bid? The costs at issue are in the public bidding range)

Date of letter: 9/15/2017

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

Letter sent to: Gary Brienza, Solicitor and others

Subject: Saucon Valley Crossings

I will update the Agreement. (Note: this e-mail was in response to a letter from Mark Malkames. Mark's letter stated that Mark Mortensen is confirming with the bank and the contractor terms for securing the loan and timing for start and completion of the work. When you have the draft agreement, forward to me for our review.)

Date of letter: 9/18/2017

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

Letter sent to: Laura Eberly, Pennoni

Subject: TOA - LVGC

(Gary responded to an e-mail dated 9/12/2017 from Laura. Laura's e-mail stated ---- My apologies for taking so long to respond. We have just recently received the information needed for the pump station design. We can have the planning module to you my mid-October.)

Date of letter: 9/20/2017

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

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Letter sent to: Chris Cope, UST and others

Subject: Aldi Oil Water Separator Installation

On 9/19/2017, John Guignet and I made a site visit to Aldi to observe the installation of a new oil water separator. (Attached are photos of the unit).

The following issues were discussed: (1) Piping is schedule 40 with glued joint. Since this is a replacement in kind, we can (use) this piping since the original piping was the same. Both John and I agreed that this would be acceptable. (2) Contractor will place a cement thrust block (bag of Sakret) under the clean out for the discharge piping. (3) Contractor will install lamp hole covers for the cleanouts as required by our specs. The installation was acceptable.

Date of letter: 9/21/2017

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

Letter sent to: Chris Cope, UST and others

Subject: Draft Oakhurst Drawings

(Attached) are the drawings for Oakhurst. Only additions must be the PennDOT info for the crossings. Next steps will be getting these permits.....PennDOT for the road crossings and PADEP Part 2 for the low pressure system.

We must also get the easements from Lehigh and the property owners where the sewer is on private property. A soil erosion permit should not be required since we are under an acre disturbance.

Date of letter: 9/21/2017

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

Letter sent to: Chris Cope, UST

Subject: USTMA ---- Ginder Letter

I forgot you are the "Sheriff" under 42R. Call me to discuss and/or review the Notice after you prepare the draft. Still nothing on my end from Ginder.

Date of letter: 9/21/2017

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

Letter sent to: Gary Brienza, Solicitor

Subject: USTMA --- Ginder Letter

No problem. Will refresh my memory with 42R next week. Will call you if I need clarification on anything.

Date of letter: 9/22/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: High Hotels Ltd.....Stabler Lot 10.....Review of Sewer Video Inspection

We reviewed the videotapes from a television inspection of the sewers of the subject. Purpose of the inspection was to determine the current condition of the sewers. The inspection was conducted on 9/18/2017.

(Summary of the inspection: Pipe segments appeared to be in marginally acceptable condition. Karl offered recommendations for improvement. It must be noted that the sewer segments reviewed in this letter will not be dedicated to the USTMA. It is the

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responsibility for the property owner to operate and maintain the sewer segments in a satisfactory manner.

Date of letter: 9/22/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Lanark Commons.....Plan Review

We reviewed the plan as prepared by Base Engineering, dated 12/6/2016 with revisions through 9/6/2017.

Subdivision appears to be comprised of one lot located between PA Route 309, Lanark Road and West Valley Road. Subdivision was modified to eliminate the proposed bank building and enlarge the proposed medical building to a 43,142 sf 3-story office building. Karl had no comments on the sheets/drawings.

The Township Planning Module will have to be revised to account for the larger office building. The bank building was only accounting for one edu of sewage flow. The total previously approved development including the bank was assessed 6-edu's. A new planning module is required.

Date of letter: 9/22/2017

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

Letter sent to: Gary Brienza, Solicitor and others

Subject: Saucon Valley Crossing

Revised agreement to address waiver of 2.6j regarding laterals.

Gary --- should we record this agreement so as to be sure to bind future owners.

Karl ---- status of plan. Is it approved? Need the last revision dates.

If everything is ok, I will send to Atty Malkames.

Date of letter: 9/22/2017

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

Letter sent to: Tom Dinkelacker, DDA Law Office and others

Subject: Saucon Valley Crossing

Have not heard or received anything since we completed our last review earlier this year (March 2017).

Date of letter: 9/22/2017

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

Letter sent to: Karl Schreiter, SEA and others

Subject: Saucon Valley Crossing

Let me know if the agreement looks good as revised and when I send it to Atty Malkames I will ascertain status of the Plan.

Date of letter: 9/22/2017

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

Letter sent to: Tom Dinkelacker, DDA Law Office and others

Subject: Saucon Valley Crossing

Agreement looks OK to me.

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Date of letter: 9/22/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Wawa.....Plan Review

We reviewed the Plan as prepared by Bohler Engineering, dated 8/11/2017 with revisions through 9/8/2017.

Proposed project will be built in the area adjacent to southwest corner of the intersection of Passer Road and PA Route 309. Project will include Wawa convenience store, gas pumps, and a fast food restaurant. Project will replace several residential and commercial facilities. The facilities will connect to existing sewers located in Passer Road on the north side of the project.

Karl has numerous comments on the "sheets".

Developer will need to submit a Township Planning Module documenting projected flows from the project. Once the flow projections are obtained from the Developer we will be able to evaluate their impact on the constraints outlined in the CAP's Sewer Connection Plan. The Developer must submit an IPP Wastewater Discharge Permit Application to document the cooking facilities that will be included with any of the buildings.

Date of letter: 9/26/2017

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

Letter sent to: Bruce Bush and others

Subject: 2018 Revised USTMA/USSTA Capital Budget

(Attached) is a revised budget. Some minor changes have been made for the previous version sent last week.

(Note: a copy of this letter was sent by e-mail to each member of the Authority on 9/27/2017)

*****end of correspondence list for October's meeting

SOLICITOR'S REPORT:

The Solicitor's Report dated October 2, 2017 was presented by Solicitor Brienza.

Solicitor Brienza said he reviewed the planning module submitted by Brinley and he is fine with it. Mr. Schreiter said we are still waiting on Traditions of America's planning module in order to send the plans to DEP. Mr. Brienza said the Zoning Hearing Board meeting they were waiting for took place a few weeks ago so TOA should be able to complete their plans. He will follow up with them on the status.

Solicitor Brienza said the judge still has not made a ruling on the Benkini lawsuit. Insurance counsel inquired on the status with the court and was told they are working on it. Mr. Brienza asked the insurance counsel to call every thirty days to inquire.

Mr. Brienza said Solicitor Dinkelacker prepared a new developer's agreement for Saucon Crossings. He used the same language the Authority used in their resolution.

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The agreement was sent to Saucon Crossings a few weeks ago and we are waiting on the developer's counsel to respond.

Solicitor Brienza thought the Tapping Fee Ordinance was proceeding but there have not been any updates. He will ask Solicitor Dinkelacker and Tom Beil for an update.

Concerning the Blue Belle/Weyhill easements, Solicitor Brienza said the developer has taken our suggestion and will purchase the equipment needed to access the system in exchange for accepting smaller easements. He said paperwork is being finalized and the issue could possibly be resolved in November. However, the Township wants the equipment's cost in the 2018 budget.

Mr. Brienza said the appraiser is working on easements needed for the Station Avenue sewer extension project. This could possibly be done for the December meeting.

Solicitor Brienza sent a follow-up letter to the owner of Camp Elim but still has not received a reply. Mr. Brienza said the owner removed the inside work but not the outside work. He explained that 42R allows Mr. Cope to issue a notice of violation. He needs to find out from Solicitor Dinkelacker if it can carry a fine or if this allows the Township to dig up the illegal work and back charge Camp Elim.

Mr. Bush asked Solicitor Brienza to "light a fire" on the Promenade Shops easement issue. Mr. Brienza said it is in Solicitor Dinkelacker's hands but he will keep reminding him.

ENGINEER'S REPORT

Karl Schreiter, PE, presented Engineer's report dated September 28, 2017.

Mr. Schreiter said the Sunset Drive/Ackerman's Lane project has been pushed off until 2018.

On the Oakhurst Road sewer project, Mr. Schreiter said the next step is to prepare permits for PennDOT and PADEP.

The Authority would like Mr. Schreiter to start working on drawings for the Station Avenue Sewer Extension project.

Mr. Schreiter said flow monitoring has been unimpressive with not much happening.

Mr. Schreiter said construction started at the Cooper Farms Subdivision.

SUPERINTENDENT'S REPORT:

Mr. Cope said they flushed and TV'd lines at the new Spring Hill Suites.

Mr. Cope said staff was retrained on point repairs.

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Mr. Cope said they received a new operating truck with a lift gate. It will be used daily and the staff is very happy with it.

TREASURER'S REPORT:

Mr. Sullivan explained that Authority members only received half of their paychecks because he did not remember the Municipal Authority meeting and Sewer Treatment Authority meeting count as two separate meetings. Authority members will be paid the remainder the next time payroll is done.

Mr. Sullivan reported the current balance is \$1,351.06.

MOTION (S):

None

UNFINISHED BUSINESS:

A. Unconnected Sewer Analysis

Reference SAE's letter dated 1/8/2014. Study identified 53 potential properties that should be connected to the sanitary sewers. Status update on the letter that the Authority recommends be sent to the "53".

The Authority considers this a dead issue. However, Mr. Bush wants to push for an ordinance that makes homeowners connect at the time they sell their homes. Mr. Bush will draft a letter for Solicitor Brienza to review. It will then be forwarded to Tom Beil.

B. Sewer Tapping Study - update

C. Easement Problems

D. Oakhurst Drive Project

Ref: Meeting minutes from the March 6, 2017 meeting

E. Saucon Valley Crossings Mobile Home Park

Update on the status.

NEW BUSINESS:

A. 2018 Budget

Mr. Cope and Mr. Schreiter worked together to put budget information together for the Authority to review. Mr. Bush asked if the Oakhurst project can be moved from medium to high priority. Mr. Cope said he is meeting with the Finance Committee next week to discuss the budget.

ANNOUNCEMENTS:

Next scheduled meeting of the Authority will be **Monday, November 6, 2017 @ 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 7:10 pm.

Respectfully submitted,

Ryan Holmes
Secretary

