

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, January 15, 2018

4774 Saucon Creek Road

Chairman Bruce Bush called to order the regular meeting of the Upper Saucon Township Municipal Authority at approximately 6:07 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

Mark Sullivan – Treasurer

Ronald Reybitz - Asst. Secretary and Asst. Treasurer

MEMBERS ABSENT:

Ryan Holmes - Secretary

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

REORGANIZATION:

Motion made and seconded to elect Bruce Bush as Chairman of the USTMA and to close nominations.

Motion passed unanimously.

Motion made and seconded to elect Jack DeMatos as Vice Chairman of the USTMA and to close nominations.

Motion passed unanimously.

Motion made and seconded to elect Ryan Holmes as Secretary of the USTMA and to close nominations.

Motion passed unanimously.

Motion made and seconded to elect Mark Sullivan as Treasurer of the USTMA and to close nominations.

Motion passed unanimously.

Motion made and seconded to elect Ronald Reybitz as Asst. Secretary/Treasurer of the USTMA and to close nominations.

Motion passed unanimously.

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APPOINTMENTS:

Motion made and seconded to accept the appointments and meeting dates and times for 2018.

Appointments:

Solicitor - Gary Brienza

Firm - Peters, Moritz, Peischl, Zulick, Landes and Brienza

Engineer - Karl Schreiter

Firm - Schreiter Engineering Associates

Auditor - Reinsel, Kuntz, Leshner, LLP

Meeting Dates and Time:

First Monday of each month with the exception of the September meeting which will be held on Tuesday, 9/4/2018.

Time of meetings -- 6 PM

Motion passed unanimously.

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:

Several residents affected by the Oakhurst Drive sewer installation project.

PUBLIC COMMENT:

None

MINUTES:

A motion was made and seconded to approve the meeting minutes for December 4, 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: 12/13/2017, 12/22/2017, 1/2/2018, 1/4/2018

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Date of letter: 12/5/2017

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

Letter sent to: Josh Grice, D'Huy Engineering

Subject: Hopewell Escrow

All requests for sanitary sewer escrow releases must be submitted on USTMA forms and approved by the USTMA at their regularly scheduled meetings. Next meeting is set for 1/8/18. (Attached) is a copy of the form to be used.

Date of letter: 12/5/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Southern Lehigh School District.....New Hopewell Elementary School.....Sanitary Sewer Escrow Release #1

Southern Lehigh School District through their construction management firm of D'Huy Engineering Inc. has requested release of the monies associated with the subject. All testing and inspection of the sewer mains including video inspection of the sewer segments included with this request have been completed and found to be acceptable. We recommend that the Authority approve the release of 100% of the escrow monies as requested at this time. The sanitary sewer associated with this project is a lateral to service the new school building and will not be dedicated to the USTMA. Amount of release is \$54,589.15.

Date of letter: 12/5/2017

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

Letter sent to: L. Miller, UST and others

Subject: Water/Sewer Permits

(Attached) is a draft of the modifications to Section one of our procedures. Let me know if you have any problems with it.

Date of letter: 12/5/2017

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

Letter sent to: J. Ortiz, Lehigh Engineering

Subject: Saucon Valley Crossings.....Lateral Revisions

Each trailer must have a cleanout and trap at the trailer unit. It appears that the water laterals must be installed around the sewer laterals. The method of water lateral crossing of the (sewer) will have to be approved by the Water Engineer. Otherwise we have no additional comments at this time.

Date of letter: 12/5/2017

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

Letter sent to: Karl Schreiter, SEA and others

Subject: Water/Sewer Permits

Made a few changes to your document. Any sentence with a change is indicated in red.

Date of letter: 12/6/2017

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

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Letter sent to: John C. Medendorp, Pennoni

Subject: TOA Locust Valley Request to Revise Discharge of Club House

Reviewed your request to allow the club house to connect to the proposed pump station and have 3 of the proposed homes to connect to Locust Valley Road sewers via individual grinder pumps. This is a change from the original proposal that was presented to us by TOA when the project was started.

To do this we will have to revise the Act 537 Special Study to show this change.

Currently, Section 2 of the Study outlines that the 125 homes will be pumped to Gun Club Road and the Club House would be pumped to Locust Valley Road. Your planning module would have to be revised to reflect this. Currently, there is no mention of the club house since it was to be serviced separately via the grinder pump and using the existing edu's from the old LVCC facilities. This will no longer be the case. We have scheduled the public meeting for the study on 12/18/17. This should be postponed if you want to modify the study to change your design. This will delay the overall approval of the project. Let me know how you want to proceed.

Date of letter: 12/7/2017

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

Letter sent to: Tom Beil, UST

Subject: Easement (Van Vliets)

It is owned by both but he is dead. We are awaiting from Denise the death certificate so we can insert date of death in the easement. Please set it up for her to come in. Will send the finalized version as soon as she gets us the death certificate....she said she would mail it today. I clarified that the bankruptcy does not impact her ability to provide the easement.

Date of letter: 12/7/2017

Letter from: Laura Eberly, Pennoni

Letter sent to: Karl Schreiter, SEA and others

Subject: TRA Locust Valley Request to Revise Discharge of Club House

We will revise the plan to show the club house connecting to the existing sanitary sewer on Locust Valley Road and the 125 homes connecting to the proposed pump station. This should allow us to proceed with the public hearing on 12/18/17 and not delay the project.

Date of letter: 12/14/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Wawa.....Plan Review

We reviewed the Preliminary/Final Land Development Plans, as prepared by Bohler Engineering, dated 8/11/2017 with revisions through 12/8/2017.

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 a Wawa convenience store, gas pumps and a fast food restaurant. The project will replace several residential and commercial facilities. Proposed facilities will connect to existing sewers located in Passer Road on the north side of the project.

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(Karl had numerous comments and the letter should be reviewed for the details. Note added to many of the sheets was that the sewer work must be in accordance with USTMA Standard Specs.)

Size of the grease interceptor has not been determined.

Since the project is replacing existing connections there may be no additional sewage flows generated by the project. Developer will need to submit a Township Planning Module documenting projected flows from the project. Developer must also submit an IPP Wastewater Discharge Permit Application to document the cooking facilities that will be included in the building. This is needed to determine the size of the grease interceptor units.

Date of letter: 12/18/2017

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

Letter sent to: Bruce Bush

Subject: Promenade Shops Easements and Bills of Sale

(Gary sent an e-mail from Mallory Sweeney, FLB dated 12/14/2017, in which it was stated --- Our client confirmed that they attained both the internal sign-off and the sign-off of Prudential's Legal Department on these documents. I will compile the final signed documents and send to your attention as soon as possible.

Date of letter: 12/18/2017

Letter from: Rachel Dwinal, Solicitor's Paralegal

Letter sent to: Bruce Bush and others

Subject: Keystone Easement

This e-mail forwarded a copy of a letter to Thomas Beil, UST dated 12/15/2017. The letter forwarded the original Easement filed with Lehigh County regarding the Keystone Country Building Group, LLC Easement.

Date of letter: 12/26/2017

Letter from: Rachel Dwinal, Solicitor's Paralegal (e-mail)

Letter sent to: Chris Cope and others

Subject: Van Vliet Easement

This e-mail forwarded a copy of a letter sent to Thomas Beil, UST. The letter forwarded the original filed Easement regarding the subject. Easement was filed with Lehigh County.

Date of letter: 12/27/2017

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Locust Valley Country Club / Traditions of America.....Plan Review

We reviewed the document prepared by Pennoni Associates, Inc. dated 12/8/2017.

Proposed subdivision is located in ESA-11 as outlined in the Township's 2001 Act 537 Plan Revision. Requirements for connection to the sewer system are outlined in "Sewer Connection Plan for the South Branch Interceptor Drainage Basin" (SEA, April 2008 as revised September 1, 2016).

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(Note: See letter for detailed comments. Many of the reviewed sheets needed to include that the work be performed in accordance with USTMA specifications. In addition a full review of the pump station design has not been completed at this time. We have not received any information on the Brinley force main.)

Date of letter: 1/3/2018

Letter from: The Authorities (PMAA) (e-mail)

Letter sent to: Bruce Bush

Subject: Bidding Thresholds Increase

Effective 1/1/2018

Beginning on January 1, 2018, the bidding thresholds for municipal authorities will be as follows:

---Purchase and contracts below \$10,900 require no formal bidding or written /telephonic quotations

--Purchases and contracts between \$10,900 and \$20,100 require three written/telephonic quotations

--Purchases and contracts over \$ 20,100 require formal bidding.

Date of letter: 1/3/2018

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: HMB Management - Hotel and Banquet Center.....Review of Sewer Escrow Release #2

By e-mail dated 1/3/18 HMB Management has requested a release of escrow monies associated with the construction of the sanitary sewers for the Hotel and Banquet Center.

We recommend that the Authority approve the release of \$5,065.00 as requested at this time. None of the sewers constructed as part of this project will be dedicated to the USTMA.

*****end of correspondence list for January

SOLICITOR'S REPORT:

The Solicitor's Report dated January 5, 2018 was presented by Solicitor Brienza.

Solicitor Brienza said it has been two months since he has heard from Saucon Crossings on the final drawings but they should be coming.

Mr. Brienza said that Tom Beil invited him and Mr. Bush to a Public Works Committee meeting that will happen sometime in 2018 regarding the 52 connections.

On the Promenade Shop easements, Solicitor Brienza is waiting on Attorney Fitzpatrick's office to get back to him with the Promenade Shops bill of sale.

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There is one more easement needed for the Station Avenue sewer extension project. Solicitor Brienza and Mr. Schreiter will visit the site to review the area and see what is needed.

INFORMATIONAL MEETING

At 6:30 p.m., members of the Municipal Authority and Sewer Treatment Authority met with Oakhurst Drive residents to discuss the installation of gravity and low pressure sewers to the area east of the I-78 bridge. The meeting ended at 7:25 p.m.

ENGINEER'S REPORT

Karl Schreiter, PE, presented Engineer's report dated January 5, 2018.

Mr. Schreiter said he is waiting on the Weyhill Estates bill of sale for the Spring Valley Pumping Station so it can be dedicated to the Township. He said the punch list items are complete except for installing chimney seals. This is being done currently.

Mr. Schreiter said Joe Geib scheduled a meeting on February 20 with the residents affected by the Sunset Drive/Ackerman's Lane sewer project.

Mr. Beil told Mr. Schreiter that the North Branch Interceptor Design project will be postponed until 2019 or 2020. It will then be added to the budget.

On the Oakhurst Road storm sewer project, Mr. Schreiter said that all laterals on Juniper Road will be replaced during construction.

Mr. Schreiter said that two homes in the Cooper Farms subdivision have connected.

Mr. Schreiter said that Industrial Pretreatment Program annual reports are starting to come in from the permittees.

Mr. Schreiter will attend the January 22 Board of Supervisors meeting where they will vote on approving the plan for Brinley Court and Traditions of America subdivisions. Mr. Schreiter said he expects it to be approved.

Mr. Schreiter has three motions for approval at tonight's meeting.

SUPERINTENDENT'S REPORT:

Mr. Cope said he met with Toll Brothers at Weyhill Estates about the chimney sealing.

Mr. Cope said he met with Pidcock because Liberty Village chimney sealing needs to be done.

Mr. Cope also met with the Mountain Glen HOA on required repairs. They have agreed to have the Township complete these repairs.

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Mr. Cope met with Posh Properties about having their sewer line installed. He said they did a bad job on road restorations. He said inspections have not been done yet but they filled it in. Mr. Cope said if there are issues, they will have to dig it up.

Mr. Cope said there was a demo of the easement machine and they are very impressed with it. They are moving ahead with purchasing it jointly with Toll Brothers.

Mr. Cope said the issues at Camp Elim have been corrected.

TREASURER'S REPORT:

Mr. Sullivan reported the current balance is \$1,354.77.

MOTION (S):

Motion made and seconded to approve the Township Planning Module for 3939 West Avenue. Ref: SEA's letter dated 12/20/2017

Motion passed unanimously.

Motion made and seconded to approve the escrow release of \$5,065.00 for HMB Management for monies associated with the construction of the sanitary sewers for the Hotel and Banquet Center. Ref: SEA's letter dated 1/3/2018

Motion passed unanimously.

Motion made and seconded to approve the escrow release of \$54,589.15 for the new Hopewell Elementary School. Ref: Application dated 12/5/2017

Motion passed unanimously.

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. Update on the status of this project.

B. Sewer Tapping Study - update

Mr. Schreiter said the study is with Solicitor Dinkelacker.

C. Easement Problems

D. Oakhurst Drive Project

Ref: Meeting minutes from the March 6, 2017 meeting. Installation of gravity and low pressure sewers to the area east of the I-78 bridge. See above for meeting with affected residents.

E. Saucon Valley Crossings Mobile Home Park

Update on the status.

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F. Station Avenue Sanitary Sewer (Spring Valley Area)

Sewer extension from MH# BB99 located adjacent to Weyhill Drive will be installed to service existing homes located along Station Avenue.

NEW BUSINESS:

Mr. Bush said that Aqua America is in a major acquisition mode to buy small and large public water systems in PA. Mr. Schreiter said this company is Philadelphia Suburban Water.

Mr. Bush announced several dates in the upcoming year for Municipal Authority training and workshops.

ANNOUNCEMENTS:

Next scheduled meeting of the Authority will be **Monday, February 5, 2018 @ 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 7:52 pm.

Respectfully submitted,

Ronald Reybitz
Asst. Secretary and Asst. Treasurer