

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, February 5, 2018

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

Mark Sullivan – Treasurer

Ronald Reybitz - Asst. Secretary and Asst. Treasurer

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

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 2018 with amendments.

Under Solicitors Report please add: “regarding the 52 connections” at the end of the paragraph.

Under Engineers Report please add the words “so it” between “Pumping Station” and “can be” in the paragraph regarding the Weyhill Estates bill of sale.

Motion passed unanimously.

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: 1/25/2018, 1/26/2018, 1/29/2018, 2/2/2018, 2/3/2018

Date of letter: 1/8/2018

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

Letter sent to: T. Sear, UST and others

Subject: Cirocco Property.....5941 Old Bethlehem Pike

We reviewed the grading plan. The plan shows the proposed residence to be connected to sanitary sewer. The exact location is not shown. The only available sewer north of this property is the sewer that was installed for the Pierpoint-Slater properties. This sewer must be dedicated to the USTMA. This must be confirmed before allowing connection. A plan must be submitted showing how the property will be connected and include both a plan and profile of the entire lateral.

Date of letter: 1/12/2018

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

Letter sent to: Karl Schreiter, SEA and Chris Cope, UST

Subject: Monday night

In prep for Monday (meeting).....am I correct that the ONLY offsite easements are the ones we now have from Van Vliet and the house flipper? Of the homes to be connected, are there any that will NOT require some easement or are they all on the hook for potential easements? Do any seem potentially problematic in the sense that we will be going through the front yard and taking down the proverbial "old oak tree"?

Date of letter: 1/16/2018

Letter from: B Stine, American Bank (e-mail)

Letter sent to: Chris Cope, UST and others

Subject: PENNVEST/American Bank Homeowner Septic/Sewer Loan Program.....Oakhurst Meeting

Keep in mind the program is also available to resident who need to replace/repair existing septic systems. In case you come across a resident in need of this option.

Date of letter: 1/16/2018

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

Letter sent to: Bruce Bush and others

Subject: HMB Management Sanitary Sewer Escrow Release 2

Trisha.....(Attached) is the approved escrow release for the subject project.

Date of letter: 1/16/2018

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

Letter sent to: Bruce Bush and others

Subject: New Hopewell School Sanitary Sewer Escrow Release

Trisha.....(Attached) is the escrow release as approved by the Authority last night.

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Date of letter: 1/16/2018

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

Letter sent to: J Geib, UST

Subject: Sunset/Ackermans Meeting

Karl informed me there is a 2/20/2018 public meeting for the residents regarding the installation of dry sewers? Do you have any more information as we would like to be able to answer resident questions if they call? Also, don't forget to pass along the low interest rate loan information that I distributed earlier this morning.

Date of letter: 1/16/2018

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

Letter sent to: Chris Cope, UST

Subject: Sunset/Ackermans Meeting

Thanks for the info about the low-interest loan. The purpose of the meeting is to inform the residents about the upcoming installation of the dry sewer, drainage improvements, and roadway restoration, and to obtain easements for Upper Saucon Township to do all parts of the project. We are looking to go to bid for some of the dry sewer work to be performed this summer, but we need to obtain a good amount of easements. I feel that myself, Charlie, and Tom D. can handle all of this. However, there will also be questions about the sewer hook-ups, which are at the earliest, 5 years away. You are welcome to come and represent W/S and provide additional information. I do not think that the hookups are imminent, so perhaps sharing specifics about the loan information might not be pertinent at this time. Please let me know your thoughts.

Date of letter: 1/16/2018

Letter from: Chris Cope, UST (email)

Letter sent to: J Geib, UST

Subject: Sunset/Ackermans Meeting

If you feel the timeline for connections is not for another 5 years (at least) , then you're probably right – we may not need to be involved right now. I didn't think it was that far away. Regardless, please let us know the meeting time and place in case residents call our department. Also, please verify that the current drawings include sewer (stub) connections for each property. I believe Karl's drawings showed these stubs but not sure about Hanover's drawings. It only makes sense to have these connections included when the sewer main is installed.

Date of letter: 1/16/2018

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

Letter sent to: Tom Beil, UST and others

Subject: 2018 Officers and Consultants and Schedule

Gary advised Tom and Sandy of the list of officers, consultants and the schedule of meetings.

Date of letter: 1/16/2018

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

Letter sent to: Tom Beil, UST

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Subject: 52 Properties

Please advise scheduling for meeting with the Public Works Committee on the subject.

Date of letter: 1/16/2018

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

Letter sent to: Tom Beil, UST

Subject: Tapping Fee Ordinance

USTMA wondering what the status is/projected timing on the subject.

Date of letter: 1/16/2018

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

Letter sent to: Tom Dinkelacker, DDA Law Office

Subject: Promenade Shops

What is the status.....and perhaps the anticipated timing...on finalization of the Easements and bills of sale.

Date of letter: 1/16/2018

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

Letter sent to: Tom Dinkelacker, DDA Law Office

Subject: Saucon Crossings

Have you heard from Malkames on this subject?

Date of letter: 1/16/2018

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

Letter sent to: Tom Beil, UST

Subject: Proposed Expansion for Oakhurst

By way of update, last night the USTMA met with homeowners in the Oakhurst area regarding the request made previously for public sewer. As you know part of the process has involved confirming the easements and bills of sale for the Promenade. In order to complete the project though it is likely that the Township/Authority will need to acquire approximately 7-9 easements. The majority of the easements would be on the properties that are seeking or are anticipated will be tying onto the expanded system. It appears that one easement (although it might be a long run of an easement) will have to be acquired from Lehigh. Based upon the tenor of SOME of the questions last night, I got the sense that there may be property owners seeking to "maximize" the amount to be paid to them for acquisition of the easement(s)....there was one property owner in particular who seemed to be less than "excited" about the prospect of granting an easement (although that same person was asking about tying in to the sewer....somewhat at cross purposes to the easement comments). It also seems like some easements will require taking down trees....

Anyway.....this project came about, as I mentioned, due to complaints from the residents. Ordinarily we might only look to pay a minimal sum of 1000 for any easements since the Township is paying for the system expansion....but I believe we should obtain estimates from Indian Valley for all of the easements in this project. Obviously we will need in the range of 7-9 appraisals....and ultimately when the easement acquisition costs are provided, it might make the project untenable (I cannot

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predict of course). Do we have your authorization to obtain the metes and bounds for the easements and then follow up with Indian Valley to obtain the appraisals?

Date of letter: 1/16/2018

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

Letter sent to: D Bray, Jena Engineering

Subject: Aldi Parking Lot Expansion Plan Review

(Attached) is our review (letter dated 10/5/2017) of the referenced project.

Date of letter: 1/17/2018

Letter from: Tom Dinkelacker, DDA Law Office

Letter sent to: Gary Brienza, Solicitor

Subject: Tapping Fee Ordinance

Tom Beil and I discussed the matter yesterday and it my understanding that Tom will be reviewing the draft and placing it on an upcoming agenda. In addition, we need to move forward on the rate ordinance as well. Karl has done a draft.

Date of letter: 1/17/2018

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

Letter sent to: Gary Brienza, Solicitor

Subject: Promenade Shops

Before Christmas I received an e-mail from FLB advising that the documents were acceptable. I was hoping that they would be quickly executed and returned. I will follow up with Joe F.

Date of letter: 1/17/2018

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

Letter sent to: Gary Brienza, Solicitor

Subject: Saucon Crossings

Saw Mark this morning and he asked me where the agreement was. I advise him that I sent it a long time ago. He did not recall seeing it, and he asked that I resend it which I will do. Perhaps Karl can advise as to where we are on the plan review.

Date of letter: 1/17/2018

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

Letter sent to: Gary Brienza, Solicitor

Subject: Proposed Expansion for Oakhurst

You have my authorization to proceed (with obtaining the metes and bounds for the easements and then follow up with Indian Valley to obtain the appraisals).

Date of letter: 1/17/2018

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

Letter sent to: Gary Brienza, Solicitor

Subject: 52 Properties

The meeting has not been scheduled. I will let you know as soon as that occurs.

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Date of letter: 1/17/2018

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

Letter sent to: Tom Dinkelacker, DDA Law Office

Subject: Saucon Crossings

Ironic.....let me know what happens after he sees it (a second time).

Date of letter: 1/23/2018

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

Letter sent to: Bruce Bush

Subject: Sewer Agreements (Coopersburg matter)

I thought we already approved a few months ago (I'm not positive)....but I think to have a motion in February authorizing you to sign the agreements on behalf of the Authorities.

Date of letter: 1/23/2018

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

Letter sent to: Bruce Bush

Subject: Promenade Shops Easements and Bill of Sale

See update from Mallory Sweeney, FLB Law Office, dated 1/18/2018 which

stated.....We are on this.....called our client.....the documents have been signed and are ready, but there is still a hold-up from Prudential's legal team re: onsite docs.....will continue to follow-up daily until we get you what you need.

Date of letter: 1/23/2018

Letter from: Tom Dinkelacker, DDA Law Office (email)

Letter sent to: Suzanne Dankel, Malkames Law Offices

(Attached) is draft D4r of the Sewer Agreement. I reviewed the file, and it appears I did not send the document earlier. I did not because the plan was still being reviewed. You will note some information that still needs to be added. If the basic agreement is acceptable, I will complete the same upon receipt of the needed information.

Date of letter: 1/25/2018

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

Letter sent to: Bruce Bush

Subject: Brinley Court Planning Module

The module must be signed by you. The allocation was already approved as part of the Sewer Connection Plan approved by the Authority.

Date of letter: 1/26/2018

Letter from: Michael Pruzinsky, the Pidcock Company

Letter sent to: Karl Schreiter, SEA

Subject: Oakhurst Storm Sewer Improvements Plan Review

We addressed your previous comments and (attached) a revised set of Oakhurst Plans for your review. We are advertising for bid on 2/22/2018.

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Date of letter: 1/26/2018

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

Letter sent to: Mallory Sweeney, FLB

Subject: Promenade Shops Easements and Bill of Sale

The statement sought by the lender is not accurate as we still need to take care of the water lines. I have no objection to clarifying the statement to say that it has satisfied the requirements of paragraph 12 as relates to the sanitary sewers.

Date of letter: 1/30/2018

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

Letter sent to: Bruce Bush

Subject: Brinley Court Planning Module

Gary forwarded an e-mail dated 1/26/2018 from Tom Beil to Christina Cruble at Ebert Engineering. That e-mail stated....

(Attached) for your use in completing the Brinley Court Planning Module:

Public Notice and Proof of Publication for the Special Study and Planning module

Component 4A of the Planning Module signed by the Township Planner

Component 3 of the Planning Module signed by the Chairman of the Municipal Authority and Sewage Treatment Authority.

Date of letter: 2/1/2018

Letter from: Mallory Sweeney, FLB Law (e-mail)

Letter sent to: Tom Dinkelacker, DDA Law Office

Subject: Promenade Shops

Our Client's lender signed off on this and I have changed the highlighted language in the attached to reflect the same. If this works, I will have the client sign and return ASAP. I have been doing check-in calls and e-mails every day to keep this moving along.

Date of letter: 2/1/2018

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

Letter sent to: Mallory Sweeney, FLB Law Office

Subject: Promenade Shops

What is the status of the bills of sale?

Date of letter: 2/2/2018

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Castle Builders.....5255 Price Ave.

We reviewed the document.....5255 Price Ave, Castle Builders as prepared by Barry Isett and Associates, dated _____. Project will connect to existing sewer located in Price Ave. There is sufficient capacity to make this connection. This connection must be added to the list of connections in the Gun Club Road / Blue Church Road South drainage area. Karl's comments had 3 comments.....Sewer construction must be in accordance with USTMA regs.....low pressure lateral must have 4 foot minimum

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cover.....minimum requirements for connection the low pressure sewer main to the existing sewer must be in accordance with USTMA Drawing DX-14.

*****end of correspondence list for February

SOLICITOR'S REPORT:

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

Solicitor Brienza reported that the Brinley easement is on hold until approval of the special study.

Mr. Brienza said that it was his understanding that Attorney Dinkelacker has been waiting to hear from the new developers attorney for Saucon Crossings on the agreement addendum, however he found out that it was never sent from Dinkelacker's office to the developer's attorney. It has now been sent, should be under review and hopefully we will have a response soon.

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. Tom Dinkelacker is writing up the approval resolution for the Township to get all of the on-site items. It appears as though all of this should be complete by next month. It appears there will be 8 or so houses on Oakhurst that will require easements. Hanover Engineering is currently working on getting descriptions for the easements. Once Mr. Brienza receives those he can proceed with getting appraisals from Indian Valley and then begin to approach the individual land owners.

There is one more easement needed for the Kane property for the Station Avenue sewer extension project. Solicitor Brienza asked Mr. Schreiter to get something in writing from Hanover Engineering about the small piece of property in question as to who exactly the property owner is because the tax maps and assessment maps do not agree.

ENGINEER'S REPORT

Karl Schreiter, PE, presented Engineer's report dated February 2, 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.

Mr. Schreiter said he received an update from Hanover regarding the Sunset Drive/Ackerman's Lane sewer project and that this project is expected to go out to bid in the next few weeks. It is anticipated that the sewer lines will go in this year but connection will not occur for another 4-5 years as we have to acquire approvals and land.

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On the Oakhurst Road project, Mr. Schreiter said that the project could be broken up into two parts gravity lines and pressure lines.

Mr. Schreiter said that he needs to touch base with one homeowner on Station Avenue to confirm where his on-site system is and make sure he has a gravity connection point. Mr. Schreiter would like for the new homeowner to have a plumber look at it for depth confirmation before we start the project.

Mr. Schreiter stated that Coopersburg had one exceedance from a rain storm.

Mr. Schreiter is still waiting on the submittals for the Cooper Farms subdivision.

Mr. Schreiter stated that the CAP was sent in at the end of January.

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

Mr. Schreiter stated that the implementation schedule for Brinley Court needs to be revised on the report and maps showing all sewer facilities have no impact on wetlands or flood plains.

SUPERINTENDENT'S REPORT:

Mr. Cope said employees were recertified for flagging.

Mr. Cope stated that the flow meters were calibrated and several new flow meters were installed.

Mr. Cope said we are currently flushing the area of Daisy Lane, Stratford and Westbury.

Mr. Cope stated that we did off-site TV work for TOA. We flushed and TV'd lines in their Bridle Path Development in Bethlehem which we can invoice TOA for.

Mr. Cope said that he has submitted the PO's for the new Easement machine and the new 16 ton tandem wheel truck.

Mr. Cope also met with Hanover Engineering in January regarding our new Water/Sewer garage for which construction will hopefully begin in 2019.

TREASURER'S REPORT:

Mr. Sullivan stated that there is nothing new to report.

MOTION (S):

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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. Mr. Brienza and Mr. Bush are still waiting on an update from Tom Beil

B. Sewer Tapping Study - update

There is a meeting scheduled at 9:30am on February 12 at the Administration building to discuss the new rate ordinance.

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.

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:

ANNOUNCEMENTS:

Next scheduled meeting of the Authority will be **Monday, March 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 6:44 pm.

Respectfully submitted,

Ryan Holmes
Secretary