

# UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, June 4, 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

## 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:

Ryan Sinko - observing for Boy Scout merit badge

## PUBLIC COMMENT:

None

## MINUTES:

A motion was made and seconded to approve the meeting minutes for May 7, 2018 as submitted.

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: 5/19/2018, 5/22/2018, 5/24/2018, 5/25/2018, 5/31/2018, 6/1/2018, 6/3/2018

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Date of letter: 5/3/2018

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Oakhurst Storm Sewer Improvements.....Pre-Construction Meeting  
(Attached) is a copy of the minutes of the meeting held on 4/27/2018.

Highlights from the minutes:

Anticipated start date for site work - 6/1/2018; Completion date - 5/24/2019. Contractor must check manholes to assure that channels are uniform with smooth sides. All sewers must be flushed and cleaned before video inspection by Township staff. All sewers must be cleaned and televised before paving roads. Inspection work should be completed just prior to paving activities. The contractor and developer were briefed on the Authority's inspection requirements regarding repairs and acceptance of sewers. By-pass pumping will be required.

Date of letter: 5/3/2018

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: 3939 West Drive.....Pre-Construction Meeting  
(Attached) is a copy of the minutes of the meeting held on 5/1/2018 at the job site.

Highlights of the meeting: Contractor must check manholes to assure that channels are uniform with smooth sides. All sewers must be flushed and cleaned before video inspection by Township. Contractor and Developer were briefed on the Authority's inspection requirements regarding repairs and acceptance of sewers under the Authority's flushing program. All requests for escrow release must be submitted on Authority's forms one week before the meeting of the Authority. Contractor must contact Chris Cope regarding installation of lateral connection at sewer main.

Date of letter: 5/4/2018

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush and others

Subject: Irrigation Water Meter

Request from Penn State Lehigh regarding their proposed irrigation water meter.  
(Note: this matter was discussed at the Authority's May meeting)

Date of letter: 5/8/2018

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

Letter sent to: Bruce Bush and Karl Schreiter

Subject: Tapping Fee Ordinance

Reply from Thomas Beil regarding Gary's question on timeline for enactment of subject.  
Beil said Tom Dinkelacker is working on this matter.

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Date of letter: 5/8/2018

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

Letter sent to: Gary Brienza, Solicitor

Subject: 52 Homes Status

Tom Beil replied to Gary's Request for Status.....Anticipate a meeting sometime in the summer. The BOS has higher priority issues that need to be addressed first. Will keep you posted.

Date of letter: 5/8/2018

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

Letter sent to: Thomas Beil, UST

Subject: Temporary Construction Easement

This is a new easement for construction on the Station Ave Extension. We are on a bit of a tight timeline as Chris is planning to start construction activities in about a month. We have obtained a few easements for this project so we have a good sense on what the market may bear for a construction easement. Could we make an offer to the owner based upon our generic understanding of the current values in this region? Call me to discuss.

Date of letter: 5/9/2018

Letter from: Gary Brienza, Solicitor

Letter sent to: Jeffery Steward and Stephanie Spencer, 1455 Station Ave.

Subject: Temporary Construction Easement

Please accept this letter as an offer from UST seeking to acquire the easement from you in the amount of \$1,000.00 which can be credited against any tapping fee for your connection to the sewer. This amount is calculated by reviewing other appraisals in this area. Please contact me before 5/16/2018 with your decision in this matter.

Date of letter: 5/9/2018

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

Letter sent to: Tom Beil and Gary Brienza

Subject: Station Ave Right-to-know

Mr. Duke, 1405 Station Ave., handed the (attached) letter request to Wendy. She told him that the request needed to be submitted through the Administration Office. Mr. Duke previously had his tapping fee paid for by Toll Brothers.

(Note: a copy of this e-mail was sent to each member of the Authority on 5/24/2018)

Date of letter: 5/9/2018

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

Letter sent to: Tom Beil and Gary Brienza

Subject: Tapping Fee Ordinance

There might be some clean - up stuff after Tom and I reviewed. I will look at it next week and hopefully we get in on the June BOS Agenda.

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Date of letter: 5/11/2018

Letter from: Karl Schreiter, SEA

Letter sent to: Justin Mazza, Muschlitz Excavating Inc.

Subject: Weyhill Estates (aka Blue Belle Farms).....Sewer manhole Chimney Seal Submittal Review

Karl approved the Aromatic Pohurea Coating Submittal.

Date of letter: 5/11/2018

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

Letter sent to: Bruce Bush

Subject: Saucon Valley Crossings

This e-mail included e-mails regarding site meeting on 4/26 during which the understandings (regarding the work to be accomplished) reached were listed. Those e-mails were from Tom Dinkelacker and David Lear, Lehigh Engineering.

Date of letter: 5/14/2018

Letter from: Karl Schreiter, SEA

Letter sent to: Veronica Casey-Shaffer, Lehigh Valley Site Contractors

Subject: Oakhurst Storm Sewer Improvements.....Submittal Review

Karl offered comments on the materials to be used on subject work.

Date of letter: 5/15/2018

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: WAWA.....Plan Review

We reviewed the documents dated 8/11/2017 with revisions through 5/11/2018.

Proposed project will be built in the area adjacent to southwest corner of the intersection of Passer Road and PA Route 309. Karl had no comments on the Plans.

Developer must submit an IPP Wastewater Discharge Permit Application to document the cooking facilities that will be included with any of the buildings. This is needed to determine the sizing of the grease interceptor unit(s).

Date of letter: 5/15/2018

Letter from: Gary Brienza, Solicitor

Letter sent to: Mark Malkames, Malkames Law Offices

Subject: Saucon Valley Crossings MHP

(Gary informed Mark of the history of the sewer issues at the subject location. In addition, Gary extended our thanks to you and your client for addressing this public health issue. The contemplated system upgrades, once completed, will be a benefit to the Township, your clients and, most importantly, the residents of the Saucon Valley Crossings Mobile Home Park).

Date of letter: 5/16/2018

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

Letter sent to: J. Ridgik, PaDEP and others

Subject: Brinley Court and TOA Planning Module and UST Special Study

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(Attached) is the letter we discussed with the flow values for Section J of the Brinley and TOA Planning Modules. Call me after 3 PM to finalize our discussions we had this morning.

Date of letter: 5/18/2018

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

Letter sent to: J. Ridgik, PaDEP

Subject: Brinley Court and TOA Planning Module and UST Special Study...Revised Letter

(Attached) is a revised copy of my letter outlining the flow values for Section J of the Brinley and TOA Planning Modules. Footnote 9 of the table referred to the last date when flows to the WWTP exceed 9.0 mgd as shown on the table. I have copied both Brinley and TOA engineers on this transmittal.

Date of letter: 5/18/2018

Letter from: Karl Schreiter, SEA

Letter sent to: Jason Ulshafer, IES Construction LLC

Subject: Blue Ridge West Estates.....Submittal Review

Approved the Flexrib Frame-Chimney Seal as manufactured by Trellegorg for use on this project.

Date of letter: 5/22/2018

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Ackerman's Lane/Sunset Drive Sewer Installation.....Payment Request #1

We reviewed the Request as submitted by RGC Development Inc.

Base contact --- \$ 1,319,409.00

Current Payment Due --- \$ 187,395.75

Balance to finish Project --- \$ 1,132,013.25

The manholes and sewer pipe have been delivered to the site. It is our understanding that his payment request has also been reviewed and approved by Hanover Engineering. Therefore, we recommend that the Authority approve a payment of \$187,395.75.

Date of letter: 5/24/2018

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

Letter sent to: Stephanie Spencer Steward, Station Ave

Subject: Temporary Construction Easement

Thanks for your response. I am trying to coordinate with the Township Staff to minimize the impact on your family. Your major concern was for how long you would not be able to park in your usual spot on the left hand side of your home. When do you generally leave for the day and when do you return. We may be able to work around you.....

Date of letter: 5/29/2018

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

Letter sent to: Stephanie Spencer Steward

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Subject: Temporary Construction Easement

I have been the Solicitor to the Authority in excess of 20 years and in all that time we have never tied the compensation for an easement into a date of daily schedule. We will get the work done as expeditiously as possible with the understanding that field conditions, including but not limited to weather, can impact the schedule or timing of the work. The amount offered for any easement is a lump sum and cannot be increased by what is in effect a "penalty" if the project takes longer than the arbitrary period you seek to impose. As a result I cannot increase the amount beyond the \$1000 offered in either a lump sum or through a daily charge as you have suggested/requested. If we are unable to resolve and have the easement signed, the Township is left with few options: Reroute the project, Could leave the project as is but we would condemn the area for the easement (that while feasible, it is not the preferred approach. Hope you will reconsider and agree to the temporary construction easement with the \$1000 compensation. The Township staff will do whatever is necessary to minimize both the timeframe as well as practical scope of the inconvenience to you and the other area residents.

Date of letter: 5/29/2018

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Goddard School.....Stabler Lot 10.....Preliminary/Final Land Development Plan Review

We reviewed the Plan dated 5/11/2018. Proposed project will be built in the area of the intersection of West Drive and Corporate Parkway. Project will include a proposed 12,046 sf - two story building that will house a daycare center.

Karl had no comments on the sheets he reviewed. Requested a note be added that all work must in accordance with the Authority's and Township's Regulations. Plan did not include flow projections and that information must be furnished as well as an IPP Wastewater Discharge Permit Application.

Date of letter: 5/30/2018

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

Letter sent to: Chris Cope, UST and others

Subject: Temporary Construction Easement

Crisis averted.

Rachel --- Please send an original of the temp. easement to the owners with request for them to sign and return the easement for filing thereafter. (Stephanie Stewart stated they understood Gary's explanation and they will accept a \$1000 tapping fee credit for the temporary easement).

Tom -- can you issue something that the Township has noted that the Stewart's will be credited with \$1000 against tapping fee when they request to connect?

Date of letter: 6/1/2018

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

Letter sent to: Tom Beil, UST

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Subject: Temporary Construction Easement --- Steward Property

Gary thanked Tom for the following message.....

This email will confirm that the owners of the property at 1455 Station Ave will receive a \$1000 credit against the applicable sewer tapping fee in return for granting the Municipal Authority a temporary construction easement. The credit will be applied at the time of connection to the public sewer system.

Date of letter: 6/1/2018

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

Letter sent to: Residents affected by the Station Ave Project

Subject: Station Avenue Sewer Extension Project

This is an update on the project to extend public sewer service in your vicinity. Weather depending, the Township Sewer Department is scheduled to begin excavation and pipe laying on Monday, 6/11/2018. In preparation for this, we will begin hauling stone and equipment to the site next week. Let me know if you have any questions regarding this project.

\*\*\*\*\*end of correspondence for June's meeting

## SOLICITOR'S REPORT:

The Solicitor's Report dated June 4, 2018 was presented by Solicitor Brienza.

Mark Sullivan asked if the right-to-know that was filed by a Station Avenue resident was complete and Chris Cope informed him that it was handled by Tom Beil and complete.

Jack DeMatos asked if the temporary easement issue with Stephanie Spencer Steward was resolved and Mr. Brienza stated that she had agreed to the original offer of \$1000 towards her tapping fee.

Jack DeMatos asked about the conservation issue at Mountain Glen and Mr. Brienza told him that we are still taking over the easement. The homeowners association would like to finalize the paperwork but we are waiting on paperwork from Solicitor Dinkelacker's office.

Mr. Schreiter said that 8' instead of 10' separation for water and sewer lines would be acceptable. Mr. Brienza said they are just waiting on paperwork from the attorney's.

Solicitor Brienza said that Tom Beil has made some changes to the tapping fee ordinance; therefore the approval process has been delayed. He is hoping for approval sometime this summer.

Mr. Brienza stated that the Weyhill development impacts Station Avenue but we will be able to proceed. Toll Brothers needs to move forward and approve the dedications and easements and this will be on the BOS agenda for approval at the June 11 meeting. Toll Brothers had requested additional \$50K for Spring Valley Road sewer project and Tom Beil denied that request. Solicitor Brienza also noted that all of the paperwork has been

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finalized and sent out. Mr. Brienza also noted that the easement issues with the conservancy are resolved and although our access to some areas will be tricky the new easement machine should help with this.

Mr. Brienza gave an update that the easements from the promenade are almost complete we are just waiting for the paperwork from the attorney's. There is no start date set as of yet to begin the sewer project on Oakhurst and Chris Cope said even though it is in the budget for this year it probably won't happen until next year.

Solicitor Brienza said that there is now an issue with easements at the new HMB Hotel. The actual sewer lines are not where the as-builts say they should be. These lines were originally installed years ago by Stabler and there should be no issue, however the easements will need to be re-done.

## ENGINEER'S REPORT

Karl Schreiter, PE, presented Engineer's report dated June 1, 2018.

Mr. Schreiter said although the Sunset/Ackerman's project is a Township project the Township would like the Authority to approve the invoices from the contractor (RGB). Even though Karl said the Authority should approve the first bill that they submitted RGB is not doing things in the sequence that was originally discussed. Chris Cope said they are going to run the sewer main then come back in and reopen everything to put in the sewer laterals. Karl Schreiter informed everyone that some of the pipe they had brought in to use was rejected after inspection because the pipe was wavy.

Mr. Schreiter said Hanover Engineering is still working on the easements for the Oakhurst sewer project. If we have any issues with attaining the easements necessary we will go to plan B and re-route a portion of the line.

Mr. Schreiter stated that Coopersburg had one flow meter exceedance last month but Chris Cope mentioned that they are working on their I&I.

Cooper Farms (Stone Harvest) has finally submitted paperwork to PennDot and that they are slowly hooking up some of the houses on Gun Club Road. Karl is working with the contractor to make sure that their Penn Dot permits are up-to-date.

Mr. Schreiter said the latest on the Brinley/TOA study is that TOA is having wetlands issues mainly due to the fact that the south branch is a trout stream.

Karl mentioned that he needs to set up an IPP visit with the new GOL Steakhouse.

Mr. Schreiter said one item that was not in his report was that Coopersburg Borough is finalizing the agreement for the purchase of the remaining 74 units.

Karl said he has received a request from TOA to release the escrow for 76% of the sewers. There are two sections that cannot be release because they have not been inspected.



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Mr. Schreiter noted that significant changes had been made to the homeowner sewer specs and that after everyone reviews it there may be additional changes.

## SUPERINTENDENT'S REPORT:

Mr. Cope mentioned that a lateral demo with a new product had been done on State Street.

Mr. Cope said we have done some TV work for Coopersburg and they are making an effort to deal with their I&I issues.

Mr. Cope said that preparations are under way for the Station Avenue project beginning on 6/11/18 and that the silt sock has been installed, stone is being delivery and bamboo has been cleared.

Mr. Cope noted that there was a point repair completed on New Street.

## TREASURER'S REPORT:

Mr. Sullivan reported interest received. The ending balance is \$1,143.86.

## MOTION (S):

Motion made and seconded approving the Treasurer's Report. 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. (1) Update of the status of the letter that the Authority recommended be sent to the "53"; (2) Status of the request for an Ordinance to cover the inspection of the laterals prior to sale of the property.

### B. Sewer Tapping Study - update

### 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.

### 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:

None

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## ANNOUNCEMENTS:

Next scheduled meeting of the Authority will be **Monday, July 2, 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 6:39 pm.

Respectfully submitted,

Ryan Holmes  
Secretary