

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, November 5, 2018

4774 Saucon Creek Road

Chairman Bruce Bush called to order the regular meeting of the Upper Saucon Township Municipal Authority at approximately 7:07 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.

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MEMBERS PRESENT:

- Bruce Bush – Chairman
- Joaquin (Jack) DeMatos - Vice Chairman
- Mark Sullivan – 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

STAFF ABSENT:

- Ronald Reybitz - Asst. Secretary and Asst. Treasurer

VISITORS:

- Andy Bohl of Hanover Engineering
- Farley Fry of Hanover Engineering

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.

PUBLIC COMMENT:

None

MINUTES:

A motion was made and seconded to approve the meeting minutes for November 1, 2018 with the following change to the paragraph after Correspondence Comments:

Extending truck was changed to easement machine.

Motion passed with Mr. Holmes 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)

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Date list was prepared or amended: 10/8/18, 10/18/18, 10/19/18, 10/22/18, 10/23/18, 10/25/18, 10/29/18, 11/3/18

Date of letter: 10/1/2018

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

Letter sent to: Ted Bigatel, Pidcock Company

Subject: Oakhurst Pay Application #4

You verified that all quantities shown on the pay request have been completed. I concur with processing this pay request. The new sewer lines must be televised by the Township. Make arrangements with Chris Cope once all of the sewers have been installed. This inspection must be completed prior to release of any contingency monies.

\*\*\*\*\*

Date of letter: 10/1/2018

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

Letter sent to: Ryan Durkin

Subject: GOL Steakhouse draft IPP Permit

(Attached) is the draft permit for the GOL Steakhouse. Review with your client and get any comments to me by 11/15/2018. I will issue the final permit at that time.

\*\*\*\*\*

Date of letter: 10/1/2018

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Sacred Heart Senior Living.....Review of Preliminary Plan Plans

We reviewed various sheets of the Plan dated 7/9/2018 with revisions through 6/28/2018.

The project has been changed and now will include construction of the following: 5-twin residential units; one 3-story 45,359 sf independent living unit; one 4-story 115,376 sf assisted living unit.

The lateral servicing the independent living facility cannot enter the existing manhole at its current arrangement. The configuration of this lateral will require the sewage flow to turn into the sewage flow at an angle greater than 90 degrees. There is no profile of the proposed sewer lateral.

Karl added in his transmittal email that these drawings have not been updated to reflect our comments from our 8/8/18 letter.

\*\*\*\*\*

Date of letter: 10/1/2018

Letter from: Charles Unangst, Hanover Engineering (e-mail)

Letter sent to: Water / Sewer Office

Subject: Sunset / Ackerman's

(Attached) is a list of the properties within Saucon Country (Ackermans) and Sunset Park where the sewer lateral wye's were not concreted.

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Date of letter: 10/2/2018

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

Letter sent to: Tom Dinkelacker, DDA Law Office

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Subject: Weyhill Estates

Do we have all documents/ bill of sale items with regard to Weyhill Estates? If so, as of when was it closed out? If not, when do you anticipate completion?

\*\*\*\*\*

Date of letter: 10/3/18 \* \* \* \* \*

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

Letter sent to: Kevin Fegely, Snyder Hoffman

Subject: PSU Maintenance Garage --- Oil Separator

Reviewed the proposed oil/water separator. This type of unit will be satisfactory for your application. You will have to apply for a wastewater discharge permit and an IPP permit will be issued to cover the operation and maintenance of the unit.

\*\*\*\*\*

Date of letter: 10/3/18

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

Letter sent to: Gary Brienza, Solicitor

Subject: Weyhill Estates

I will check, but recollection is that we have all off-site sewer approval. We have nothing for on-site sewer and nothing at all for water. See (attached) Resolution 2018-26, adopted June 25 and relating to sewer. I have nothing to indicate that Toll signed the Bill of Sale or the Easement over Lot 134. I will email Seth Pelligrini re same.

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Date of letter: 10/3/18

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

Letter sent to: Tom Dinkelacker, DDA Law Office

Subject: Saucon Valley Crossings, rev 9/14/18

Did a letter of this yesterday. The Authority decided that the "extension cord" for the flushing machine would be a good way to go since the developer cannot easily obtain the wider easement BUT that the run of pipe in that area should be ductile iron. I asked Malky if that would work on their end. I would say a meeting would be a good thing.

\*\*\*\*\*

Date of letter: 10/3/18

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

Letter sent to: Karl Schreiter, SEA and others

Subject: Goddard School Plan Review

Where are we on this? Are we approving this or not?

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Date of letter: 10/4/18

Letter from: Charles Unangst, Hanover Engineering (e-mail)

Letter sent to: Bruce Bush

Subject: Saucon Country Estates / Sunset Park Sanitary Sewer Project

You were invited to a meeting on Monday morning if you wanted to attend. The meeting is being set up at the request of Joe Geib to get an update from RGC on the testing, TV'ing and paving schedule. Meeting is being held so everyone hears the status and Joe knows what to tell the public when they call, and so RGC can be given direction on how to finish out this year's work. The Township wants to get the roads

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paved soon, even if RGC needs to come back in spring for repairs. I'm pretty sure that Chris Cope and Karl are going to be there.

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Date of letter: 10/4/18

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

Letter sent to: Bruce Bush and others

Subject: Goddard School Plan Review

[Karl forwarded an e-mail from Brian Engle in which he stated that he relayed our conversation to Tony Seitz and I was told that they would dedicate it (first two sewer segments...between MH#108 and MH#HH-2).]

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Date of letter: 10/4/18

Letter from: Rachel Dwinal, Paralegal to Gary Brienza (e-mail)

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

Subject: Saucon Valley Crossings Development

Forwarded a letter from Brienza to Attorney Malkames on today's date.

The letter suggested we have one last meeting at the Township in order to confirm the overall status of this project. Please provide various dates so that we may begin the process of scheduling such a meeting.

\*\*\*\*\*

Date of letter: 10/4/18

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

Letter sent to: Scott Miller, UST and others

Subject: Sunset Drive / Ackerman's Lane Review Sewer Video

Based on a review of the sewer segment MH# SD 20 -- SD 19, this segment is now acceptable under the USTMA flushing program. Disregard the last review letter.

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Date of letter: 10/4/18

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Sunset Drive Sanitary Sewer Installation

We reviewed the videotapes from a TV inspection of sewers of this project. Inspection was conducted on October 3 and 4 by Township Staff.

In summary, several pipe segments show deficiencies. Total length of acceptable segments - 1923 feet; total number of unacceptable segments - 758 feet.

See report for more details.

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Date of letter: 10/5/18

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

Letter sent to: Karl Schreiter, SEA and others

Subject: Goddard School Plan Review

I assume that the response should be interpreted as the condo association being willing dedicate the two segments running from West Drive up to the point where the line branches off to the units. Assuming that to be the case we will need an easement from the condo association as well.

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Date of letter: 10/8/18

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Ackermans Lane Sanitary Sewer Installation

We reviewed the videotapes from a TV inspection of the sewers of this project.

Inspection was conducted on 10/4 by Township Staff.

In summary, total length of acceptable sewers - 1413 feet; total length of unacceptable sewers - 673 feet.

See report for more details.

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Date of letter: 10/8/18

Letter from: Charles Unangst, Hanover Engineering (e-mail)

Letter sent to: Bruce Bush

Subject: Saucon Country Estates / Sunset Park Sanitary Sewer Project

RGC will begin trying to make repairs to the sags on Sunset Drive this week, and

Bracalente is scheduling to come in next Monday to start on Ackerman's. RGC is

expected to have the road graded and rolled so paving can start on Monday and

Bracalente can move directly to Sunset. We made it very clear to RGC that they must

be paving next Monday and if they are still working on Sunset repairs mid to late this

week, that RGC would not be allowed to start on the Ackerman repair. Paving will be

done and RGC will need to come back in spring to make the remaining repairs. By this

Wednesday, we will be making the call depending on their progress.

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Date of letter: 10/9/18

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Lanark Commons.....Review of Video Inspection

We reviewed the videotapes from a TV inspection conducted on 10/3/18 and have these comments:

There were two segments that were inspected. The two segments had sags. However, the sewer segments will not be dedicated to the Township therefore the property owner will operate and maintain the sewer segments in a satisfactory manner.

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Date of letter: 10/9/18

Letter from: Karl Schreiter, SEA

Letter sent to: Bruce Bush

Subject: Sacred Heart Senior Living.....Township Planning Module

We reviewed the subject as prepared by Liberty Engineering. Based on these plans the following will be constructed-----Five twin residential units; One 3-story 45,359 sf independent living facility with 31 units; One 4-story 115,378 sf independent living facility with 136 units. The project will have a total of 164 edu's for this project. The estimated additional sewage flows will be 37,064 gpd based on a unit flow rated of 226 gpd edu. Developer must submit the following ----- 15-months of water use records; total number of independent living facilities; total number of staff; occupancy rate during the period of the water use records. This data can then be used to justify alternative

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flow projections. Once the flow projections have been finalized, a revised planning module must be submitted for approval.

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Date of letter: 10/9/18

Letter from: Rachael Dwinal, Paralegal to Solicitor Gary Brienza, (e-mail)

Letter sent to: Bruce Bush and others

Subject: Agreement for Restoration - Mcllvaine, Station Ave Project

The e-mail forwarded a letter from Gary Brienza to Mr. Mcllvaine and Ms. Borascius, dated 10/8/2018.

The letter had attached to it a document which set forth the agreement reached between the both of you and the Township/Municipal with regard to the restoration of your land. Please review the document, sign it, and return it for execution by Township personnel.

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Date of letter: 10/16/18

Letter from: Charles Unangst, Hanover Engineering (e-mail)

Letter sent to: Bruce Bush

Subject: Saucon Country Estates / Sunset Park Sanitary Sewer Project

Since the last update, RGC fixed a line with a double sag at the entrance to Sunset and that will be all repairs until next spring. The paving contractor is starting this Thursday to pave Sunset and then Saucon Country Monday and Tuesday.

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Date of letter: 10/16/18

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

Letter sent to: Bruce Bush and others

Subject: Weyhill Estates - Acceptance of Sewer Facilities

Gary forwarded an e-mail from Seth Pellegrini with Toll Brothers and sent to Tom Dinkelacker. Seth's note stated.....

We did receive them (attached signed/notarized). I have not dropped them off at the Township yet. I will do so in the next few days. Curt has requested some additional info on the manhole sealing from the contractor and I need to walk the easement near lot 134 with him as well to verify the tree moves discussed. Once all of that is good to go I can get the check to you for the machine and I believe everything will be closed out.

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Date of letter: 10/17/18

Letter from: Sandra Diacogiannis, UST (e-mail)

Letter sent to: Chris Cope, UST and others

Subject: 2019 Reorganization and Regular Meeting Dates -- Boards and Commissions Review and advise of your approval or any changes no later than 12/5/18.

Municipal Authority and Sewage Treatment Authority

Reorg Meeting - Monday 1/14/19 at 6 PM

Regular Meetings - 1st Monday of each month at 6 PM with exception of the September meeting and then it will meet on Tuesday, 9/3

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Date of meeting: 10/17/18

Letter from: Karl Schreiter, SEA

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Letter sent to: Thomas Beil, UST

Subject: Saucon Valley Country Club ---- Estimated Sewage Usage for the Maintenance Garage and Tennis and Racquetball Courts

As requested we reviewed the estimated sewage generated at the SVCC Maintenance Garage and the Tennis and Racquetball Court Facility. Both facilities do not use the SVCC pumping station and discharge directly to the Township's Country Club Pumping Station.

The estimated usage and subsequent number of equivalent dwelling units (edu's) are shown on the (attached) tables. The edu's were calculated based on estimated annual average water usage at both facilities. Therefore, the edu rate of 176 gpd/edu was used to perform the calculations. This is the edu water use rate as documented in the Township's 2001 Act 537 Plan. Based on these calculations , the facilities should be billed as follows: Maintenance Garage - 3 edu's; Tennis/Racquetball Facility - 4 edu's; or a total of 7 edu's.

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Date of letter: 10/18/18

Letter from: Karl Schreiter, SEA

Letter sent to: Joseph Geib, UST

Subject: Elim Grove Camp Meeting Association.....Sewer Permit Review

We reviewed the Sewer User Permit, 5547 Camp Meeting Road.

Proposed project will extend an existing sewer lateral which currently terminates at the property line to a point adjacent to the existing dining hall/kitchen building. Lateral extension will terminate at a new manhole. Karl's comments: All construction must be completed in accordance with UST regs; Township must be notified of the connection to the building and must be inspected and approved by USTMA inspector; other buildings or connections to this lateral must obtain prior approval from the Township and inspected by the Township.

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Date of letter: 10/22/18

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

Letter sent to: Charles Unangst, Hanover Engineering

Subject: Goddard School Plan Review

I'm happy with the 20 ft easement. This is the same as all of the other sewer easements in the Township. The only 30 ft easement are those with both water and sewer. (it) appears that this was changed in the new ordinance without consulting with anyone.

\*\*\*\*\*

Date of letter: 10/22/18

Letter from: Tom Beil, UST

Letter sent to: Mark Sullivan

Subject: Reappointment to Municipal Authority

Your term expires at the end of 2018. If you want to be reappointed, complete the enclosed form and return to UST no later than 12/5/18.

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Date of letter: 10/22/18

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

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Letter sent to: Bruce Bush and others

Subject: Revised SBI CAP Quarterly Report

(Attached) is a revised report for the subject. We have included repair work completed in the South Main Street area and Blue Church Road South area. Disregard the previous versions.

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Date of letter: 10/23/18

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 subject dated 5/11/18 with revisions through 10/5/18.

We had no comments on the sheets that were submitted.

We forwarded the easement description to Hanover Engineering for review and comment. Pending the review of Hanover, we concur with the 20 foot easement proposed by the Developer.

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Date of letter: 10/23/18

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

Letter sent to: Gary Kuchera, Scheuermann

Subject: Stabler Lot 10

The sewer was to remain private in the (past) and it was up to High Hotels if they wanted it repaired. Now that it will be dedicated, the USTMA will require repairs, shown in my letter, to be made before accepting it for dedication.

\*\*\*\*\*

Date of letter: 10/26/18

Letter from: Karl Schreiter, SEA

Letter sent to: Mike Heffelfinger, Scheuermann Excavating

Subject: Borough of Coopersburg-----Cooper Farm Subdivision-----Sanitary Sewer Submittal Review

(Karl approved various items to be used on this project)

\*\*\*\*\*

Date of letter: 10/30/18

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: DeSales University ---- Athletic Field Improvements Area (Phase 2) ----- Sewer Issue

On 10/25/18 a meeting was held at the DeSales University Athletic Field Construction Site to discuss issues associated with the new baseball field bathroom facility and the concession stand at the softball field. Met with John Miller, DeSales University. John Guignet and Chris Cope also attended the meeting.

In summary, issues were caused by the location of the proposed lateral and the vents -- -- Baseball Field Bathroom ..... Installation of a vent at the outside of the building will be waived at this time as long as the overall plumbing system meets all minimum building code requirements. Softball Field Concession Stand - Installation of a vent at the



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outside of the building will be waived at this time as long as the overall plumbing system meets all minimum building code requirements.

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Date of letter: 10/30/18

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

Letter sent to: Meg Borascius, Station Ave

Subject: Driveway Easement

We do not need to cross reference the letter issued by Trent Sear in the easement agreement. The letter stands on its own....you do not need any zoning relief in order to have the driveway replaced/installed. Sign the easement and return it to me so that we can have the Township process the payment.

\*\*\*\*\*

Date of letter: 10/30/18

Letter from: Karl Schreiter, SEA LEHIGH COUNTY, PENNSYLVANIA

Letter sent to: Bruce Bush

Subject: Sunset Drive/Ackerman's Lane Sanitary Sewer Installation.....Review of video inspections

Video inspection was conducted on 10/29/18. See the report for a complete rundown of the inspection and the deficiencies that were found in almost all of the segments.

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Date of letter: 10/31/18

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

Letter sent to: Chris Cope, UST

Subject: McIlvaine - Station Ave

This issue will be discussed on Monday.

\*\*\*\*\*

Date of letter: 11/2/18

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

Letter sent to: Eric Britz, Bohler Engineering

Subject: WAWA - Coopersburg

That is the right application. I have included the standard specifications and drawing for the grease interceptor. The calculations must be included with the application.

\*\*\*\*\*end of correspondence list for November's meeting

SOLICITOR'S REPORT:

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

Solicitor Brienza said they are waiting on Solicitor Dinkelacker to provide more information needed for the Promenade Shops Sewer Expansion.

On the Station Avenue Sewer Extension, Solicitor Brienza said Nyle McIlvaine has not signed the easement paperwork sent to him six weeks ago. Mr. Brienza said this is the resident the Township is paying \$10,000 so he may replace his driveway how he wishes instead of the Township replacing it. Trent Sear told Mr. McIlvaine there is a setback

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issue but Solicitors Brienza and Dinkelacker said this is a pre-existing non-conforming use.

The Township is to replace three steps leading to Mr. McIlvaine's house. Mr. McIlvaine does not want the steps to be replaced and wishes to be compensated instead. Mr. Beil denied this request and the steps will be replaced by the Township. Mr. Cope said Mr. McIlvaine is concerned that \$10,000 will not be enough to replace the driveway in the way he wants to so he has not signed the paperwork. Solicitor Brienza told him that he will not be paid if he does not sign the paperwork. The Township has the easement regardless.

Mr. Brienza said he received one written response and three phone responses from the 13 homeowners involved with the Oakhurst Sewer Extension. All responses were positive. Mr. Brienza will follow-up to those who did not respond.

On GOL Steakhouse's revised application, GOL told Mr. Brienza the application was done. However Mr. Schreiter did not receive it.

Solicitor Brienza said he is going to setup an onsite meeting with the owners and attorneys of Saucon Crossings to go over the final plan.

Mr. Bush asked if Toll Brothers paid for their portion of the easement machine. Solicitor Brienza does not know but will check into it.

## ENGINEER'S REPORT

Karl Schreiter, PE, presented Engineer's report dated November 2, 2018.

Mr. Schreiter said based on video inspection, some lines are acceptable and some are not at the Sunset Drive/Ackerman's Lane project. Mr. Schreiter discussed the issue with Charles Unangst and they have agreed to hold \$209,740 of the contract amount until 2019. This amount covers the unacceptable work. Mr. Schreiter recommends that the Authority concur with this. Mr. Schreiter said that Bob Ciccone is going to meet with Hanover Engineering tomorrow to discuss.

Mr. Schreiter explained that base coat paving is done and they would like to keep as much as they can for repaving in 2019 if it is still good.

Mr. Schreiter requests a motion to withhold \$209,740 from RGC Development until corrections are made.

Mr. Schreiter said sewer lateral installation at Cooper Farms is now progressing and they will need to bore under Gun Club Road. The developer received a permit extension from PennDot for this.

## SUPERINTENDENT'S REPORT:

Mr. Cope said Station Avenue is now paved.

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Mr. Cope explained there is a billing issue with the Country Club and they will be receiving a credit. Mr. Cope said billing has been based on the number of homes that flow into the pump station. He said they are working to change the billing process for 2019.

Mr. Cope said they are investigating flow at the Country Club station. He said it could actually be coming from the Country Club.

Mr. Cope said they are going to line five leaking manholes this week.

Mr. Cope said they are looking at demos for TV vans and are comparing options now.

## TREASURER'S REPORT:

Mr. Sullivan reported interest and that the ending balance is \$1,130.67.

## MOTION (S):

Motion made and seconded to withhold \$209,740 plus retainage in escrow from future payments to RGC Development regarding Sunset Drive/Ackerman's Lane Sewer Project: Ref. SEA Engineers Report dated 11/2/2018.

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.

Mr. Bush drafted a letter to the Station Avenue residents about connecting in 90 days if they receive a letter from the Township. Mr. Cope forwarded the draft to Tom Beil. Mr. Beil said Mr. Cope does not have the authority to send the letter since the Board of Supervisors did not authorize it. Mr. Bush agreed not to send the letter. Mr. Cope said it is not needed.

### B. Sewer Tapping Study – update

Mr. Schreiter is waiting on Solicitor Dinkelacker to draft the resolution. Mr. Brienza said he will follow-up with him.

### 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.

Mr. Bush said they are waiting on easement agreements to be signed.

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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.

G. Karl's replacement.....Karl is retiring December 31, 2018. Update of the status of Karl's replacement.

H. Stabler Executive Parkway Sewer Issues. Ref: Letter from Karl Schreiter dated 9/19/2018. Copy of letter sent to each member of the Authority on 9/25/2018.

Mr. Cope said \$200,000 has been added to the 2019 budget for this.

NEW BUSINESS:

A. 2019 Meeting Schedule

The Authority would like Solicitor Brienza to change the December 2019 meeting to the first Tuesday of the month. Solicitor Brienza said he will draft the 2019 meeting schedule.

ANNOUNCEMENTS:

Next scheduled meeting of the Authority will be Monday, December 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 8:10 pm.

Respectfully submitted,

Ryan Holmes  
Secretary