

MEETING AGENDA
Upper Saucon Township Municipal Authority
(USTMA)

Monday, December 3, 2018 @ 6:00 PM

Location: Upper Saucon Township Water and Sewer Building

1. Call Meeting to Order -

A. Pledge of Allegiance

2. Roll Call - Members of the Authority and Appointed Professionals

Bruce Bush - Chairman

Joaquin (Jack) DeMatos - Vice Chairman

Ronald Reybitz - Asst. Secretary/Treasurer

Mark Sullivan - Treasurer

Ryan Holmes - Secretary

Note: Jack will not be attending this meeting.

3. Notification Announcement - 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 members of the Authority.

4. Public Comment - Public may comment on any item on the Agenda or items not appearing on the Agenda.

NOTE: All citizens/visitors must sign the “speaker sign-in sheet” at the front desk if they want to address the Authority during this portion of the meeting.

5. Approval of the Minutes -

A. Approval of the draft of the November 2018 Meeting Minutes

6. Correspondence Comments - Authority members may comment on the correspondence packets and/or the “Summary” which they received.

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7. Solicitor's Report - Gary Brienza (Peters, Moritz, Peischl, Zulick, Landes & Brienza LLP) will discuss the matters he is working on. Gary will also submit a confirming written report.

8. Engineer's Report - Karl Schreiter PE, DEE (Schreiter Engineering Associates Inc. - SEA) will discuss the matters he is working on. Karl will also submit a confirming written report. (A copy of Karl's report was sent to each member of the Authority by the Chairman.)

9. Superintendent of the UST Water and Wastewater Department's Report - Chris Cope will discuss the matters affecting the Sewage Treatment System. Chris may also submit a confirming written report.

10. Treasurer's Report -

11. Motions Required -

A. Consider a motion to approve RGC Development, LP's payment application #6 for work at the Saucon Country Estates Subdivision and Sunset Park Subdivision. Application is for payment of \$ 49,708.75 (leaving a balance of \$ 160,031.26). Ref: Hanover Engineering's letter dated 11/28/2018.

12. 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.

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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 Ave 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 Schreiter's retirement on 12/31/2018. Update on 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.

13. **New Business** -

A. Bidding thresholds for 2019 are as follows:

Purchases and contracts below \$11,100 require no formal bidding or written/telephonic quotations.

Purchases and contracts between \$11,100 and \$20,600 require three written/telephonic quotations.

Purchases and contracts over \$20,600 require formal bidding.

14. **Courtesy of the Floor** -

15. **Announcements** -

A. Next scheduled meeting of the Authority will be **Monday, January 14, 2018 @ 6:00 PM** at the Water and Sewer Building. This will be our reorganization meeting.

16. **Adjournment**