

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, December 3, 2018

4774 Saucon Creek Road

Chairman Bruce Bush called to order the regular meeting of the Upper Saucon Township Municipal Authority at approximately 6:05 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

Mark Sullivan – Treasurer

Ryan Holmes - Secretary

Ronald Reybitz - Asst. Secretary and Asst. Treasurer

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:

Joaquin (Jack) DeMatos - Vice Chairman

VISITORS:

Andy Bohl of Hanover Engineering

Farley Fry of Hanover Engineering

Christopher Ciccone of RGC Development, LC

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:

Christopher Ciccone of RGC Development, LC addressed the Authority to ask if his company would be paid \$49,708.75 for work completed on the Saucon Country Estates and Sunset Park project. Mr. Schreiter said he recommends the payment be approved at tonight's meeting. Mr. Ciccone and Mr. Schreiter discussed the remaining problems that need to be corrected. Mr. Ciccone said he will call Mr. Schreiter tomorrow to discuss in more detail.

MINUTES:

A motion was made and seconded to approve the meeting minutes for November 5, 2018 as presented.

Motion passed with Mr. Reybitz abstaining.

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, December 3, 2018

4774 Saucon Creek Road

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: 11/21/2018, 11/26/18, 11/30/18, 12/1/18

Date of letter: 11/7/18

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

Letter sent to: Tom Beil, UST and others

Subject: Brinley Court P/S Force Main

As part of the Brinley plan they are insisting on using SDR-21 for the force main. Although it is in our current specs, it was agreed at previous meetings with the Developer that the force main would be ductile iron. At that time, they were proposing a step trench construction due to an easement that would be less than the 30 FT wide easement required for a side by side water and sewer line. Based on the latest set of plans submitted by Van Clef for the offsite force main, a portion of the easement through the golf course is still shown to be 20 FT wide. Therefore, it is our opinion that the force main should be ductile iron as agreed too. Furthermore, it is not good engineering to mix and match piping in the force main.

Date of letter: 11/7/18

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

Letter sent to: Karl Schreiter, SEA and others

Subject: Brinley Court P/S Force Main

Push the issue, knowing that you might have to back down because it is allowed under the current specs.

Date of letter: 11/7/18

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

Letter sent to: Karl Schreiter, SEA and others

Subject: Brinley Court P/S Force Main

If there will be stepped trenching, and DIP was agreed for the step trenching, then we should require it. If there is no longer step trenching, which I understand the DIP was a condition of, then I think we are bound by our current specs. I don't think we have the ability to disregard our specs absent a specific agreement to the contrary. We might want to remove authorization for plastic pipe force mains so that we do not have this issue in the future.

Date of letter: 11/7/18

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

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

Subject: Brinley Court P/S Force Main

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, December 3, 2018

4774 Saucon Creek Road

I double checked the force main drawings and there will be a stretch with a 20 FT easement. They must clarify how they will build through this area.

Date of letter: 11/7/18

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

Letter sent to: Karl Schreiter, SEA and others

Subject: Brinley Court P/S Force Main

Is that in your review letter?

Date of letter: 11/7/18

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Brinley Court.....Preliminary Plan Review

We reviewed the Plans dated 1/17/14 with revisions through 11/16/18.

Proposed subdivision consists of 217 residential units. Proposed subdivision will discharge sewage to the existing sanitary sewers located along Gun Club Road. Design of pump station and associated force main were not included with this Plan submission.

Karl's main comments were.....The sewer force main shall use ductile iron pipe, not PVC as shown. Force main shows a 90 degree turn at the intersection of Clayton Ave. and Brookside Court.....This turn should utilize 2-45 degree elbows in lieu of a 90 degree elbow. Plan show a concrete encasement at the crossing over the existing sewer line.....The encasement should extend at least 10 feet on either side of the existing sewer line.....The existing sewer line must be encased.

Date of letter: 11/9/18

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

Letter sent to: Chris Cope, UST and others

Subject: Mcllvaine/Borascious Easement.....1475 Station Ave

Received the signed Easement for the referenced property. Mcllvaine requested we get a letter from the Henninger Paving that they will honor the price in the 9/14 estimate.

The estimate was attached to the easement and that is as far as we will/can go on that issue. Have you made contact with Henninger to confirm that they will call Mcllvaine.

Date of letter: 11/13/18

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

Letter sent to: Ted Bigatel, Pidcock Company

Subject: Oakhurst Pay Application #5

I understand that most of the corrections contained in Chris's email have been addressed. Only outstanding issue is the replacement of 14 ft. of sewer main on Laurel. I concur that the payment request should be approved. However, no retainage should be released until the Township has re-inspected the repairs and found them to be satisfactory.

Date of letter: 11/14/18

Letter from: Karl Schreiter, SEA

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, December 3, 2018

4774 Saucon Creek Road

Letter sent to: Jim Mazeika, Barry Isett and Associates, Inc
Subject: DeSales University.....Athletic Facilities Project.....Sewer Manhole Chimney Seal Submittal Review

Karl approved the use of the suggested product.

Date of letter: 11/19/18

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

Letter sent to: Bruce Bush and others

Subject: Promenade Sewer Request

In response to the inquiry by Paul Reinke of Poag Shopping Centers, LLC, we reviewed the water consumption at the Shops to compare it to the projections that were contained in the PADEP Part II Planning Module. As shown in our letter dated April 15, 2005, the Shops water consumption associated with the approved module was 62,237 gpd. Based on the new tapping fee ordinance, we examined the previous 6 quarterly water use at the facility. This is shown in the attached analysis. Based on this analysis, the maximum quarterly water use at the Shops was 54,490 gpd. Based on this, they have an unused allocation of 7,747 gpd of water use that can be applied to the undeveloped pad sites. If the flow projections for these new buildings exceeds this, they will be required to pay an additional tapping fee.

Date of letter: 11/26/18

Letter from: Karl Schreiter, SEA

Letter sent to: Patricia Lang, UST

Subject: Penn State Lehigh Valley.....Dining Hall Expansion.....IPP Permit Application Review

Project will include a proposed addition to the existing building. The expansion will include cooking facilities for the new dining hall. Review of the application has been deemed incomplete and will need the following revisions:

1. Application must be signed by facility owner
2. Must include information on the proposed cooking facilities to be built
3. Must include calculations for sizing the grease interceptor
4. Grease interceptor must also be shown on the land development plan

Date of letter: 11/27/18

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

Letter sent to: Chris Cope, UST and others

Subject: Saucon Valley Crossing

We have been requested to have a preconstruction meeting on 12/7 with the contractor that wants to install sewers at Saucon Valley Crossing. My conversation with Tom Beil told me that the agreement for this project is not in place and must be approved by the Authority and the BOS. Shall we proceed with the meeting?

Date of letter: 11/27/18

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

Letter sent to: Karl Schreiter, SEA and others

Subject: Saucon Valley Crossing

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, December 3, 2018

4774 Saucon Creek Road

I suggested with Mark M that we have one, final meeting to review the draft agreement and confirm the after all this time it covers the necessary issues. Let's meet with the owner and Lehigh and wrap this up.

Date of letter: 11/17/18

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

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

Subject: Saucon Valley Crossing

I think we need the meeting. I do not support them going forward with a pre-construction meeting. After the meeting and approval of the BOS and the Authority, a pre-construction meeting can occur.

Date of letter: 11/27/18

Letter from: Karl Schreiter, SEA

Letter sent to: T. Paashaus, Coopersburg Borough

Subject: 2018 Chapter 94 Request Letter

(Attached) is our letter requesting the annual data for the Chapter 94 Report.

Date of letter: 11/22/27/18

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

Letter sent to: Gary Brienza, Solicitor and others

Subject: Saucon Valley Crossing

Keep Hanover on the e-mail chain with the meeting date so we can attend.

Date of letter: 11/28/18

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

Letter sent to: Gary Brienza, Solicitor and others

Subject: Saucon Valley Crossing

No construction meeting without an Agreement.

Jackie --- please schedule the meeting, Atty Malkames will be involved.

Date of letter: 11/29/18

Letter from: Wendy, Water and Sewer Dept. (e-mail)

Letter sent to: Bruce Bush

Subject: RGC - Pay Application #6

Add this to the Agenda for Monday per Chris.

From Hanover Engineering, dated 11/28/18, Saucon Country Estates Subdivision and Sunset Park Subdivision, Application and Certificate for Payment #6. We reviewed the Application and recommend approval of the release in the amount of \$49,708.75, leaving a balance of \$160,031.26.

*****end of correspondence list for December's meeting

SOLICITOR'S REPORT:

The Solicitor's Report dated December 3, 2018 was presented by Solicitor Brienza.

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, December 3, 2018

4774 Saucon Creek Road

Solicitor Brienza said Solicitor Dinkelacker requested an onsite meeting with the owners and attorneys of Saucon Crossings to go over the final plan six weeks ago. It has not happened yet. Mr. Schreiter said their developer asked for a pre-construction meeting but it was declined since the requested confirmation meeting must happen first. Mr. Brienza sent a letter to their attorney letting them know a confirmation meeting must occur before the pre-construction meeting.

Solicitor Brienza reached out to Solicitor Dinkelacker on the Tapping Fee Ordinance but there has not been a reply yet.

Solicitor Brienza said they are waiting on the Promenade Shops to complete the paperwork in order to proceed with the Oakhurst Sewer Extension.

On the Station Avenue Sewer Extension, Solicitor Brienza said Nyle McIlvaine signed the easement paperwork. Mr. Brienza said all work is complete and Mr. McIlvaine may pick up his check.

Mr. Brienza said he is waiting on one or two 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.

Mr. Schreiter said GOL Steakhouse's revised application was received and their permit is final.

Solicitor Brienza said the Township received a notice of violation from PADEP. He said Mr. Cope and Mr. Guignet will send a response by the end of the week.

Mr. Bush asked if Toll Brothers paid for their portion of the easement machine. Mr. Cope said they have not. Solicitor Brienza will check into it.

Mr. Bush asked if Solicitor Brienza made a request to change the December 2019 meeting from a Monday to a Tuesday. Mr. Brienza said he will make the request.

ENGINEER'S REPORT

Karl Schreiter, PE, presented Engineer's report dated November 30, 2018.

Mr. Bush asked Mr. Schreiter if current flow at The Promenade Shops is acceptable. Mr. Schreiter said it currently is. Mr. Schreiter explained they are going to add two new pad sites. Patricia Lang is to contact them about this expansion.

Mr. Schreiter said RGC submitted a payment request for \$49,708.75. Mr. Unangst approved the request since the work is now acceptable. Mr. Schreiter said he will need a motion for approval tonight. He explained that the roads are now paved and all other repairs will take place in Spring 2019.

Mr. Schreiter said Coopersburg Borough had two more exceedances this month.

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, December 3, 2018

4774 Saucon Creek Road

Mr. Cope said the tap for boring at Cooper Farms is complete. Mr. Schreiter said the developer wants to do an inside drop at the manhole instead. He said they will need to apply for a new permit to do this.

Mr. Schreiter said he will issue the final permit tomorrow for the proposed Wawa. It will be located at the intersection of Route 309 and Passer Road.

Mr. Schreiter said there has not been an update from Solicitor Dinkelacker on the Sewer Tapping Fee Study.

SUPERINTENDENT'S REPORT:

Mr. Cope said the steps have been installed at Mr. McIlvaine's home and they only have minor restoration to do for the Station Avenue project to be complete.

Mr. Cope said the Oakhurst Storm Sewer project is complete and they are happy with the work.

Mr. Cope said the team found three unrelated issues while trying to find the source of fish and snakes in the wet well.

Mr. Cope said the chimney seals on Springhill are done.

He said staff did homeowner taps on Price Lane.

Mr. Cope explained the notice of violation PADEP issued. He said one portion of the wet test failed. Retests will be done Saturday and will be sent to PADEP. He made a list of explanations for them to review.

Mr. Cope said the meter was installed at the Country Club pump station. Mr. Schreiter said Solicitor Dinkelacker is working on the agreement but the Country Club is now looking to be paid interest and be reimbursed for installation. Mr. Schreiter explained it would be more beneficial to go with the current agreement. If a new agreement is drafted, they would be responsible for I&I work.

TREASURER'S REPORT:

Mr. Sullivan reported interest and that the ending balance is \$1,132.75.

Motion made and seconded to approve the Treasurer's Report as presented.

MOTION (S):

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

Motion passed unanimously.

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, December 3, 2018

4774 Saucon Creek Road

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.

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 The Promenade Shops needs to submit the proper paperwork before proceeding.

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.

This item is complete and will be removed from the January 2019 agenda.

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

Mr. Bush has not received written confirmation on the status of Mr. Schreiter's replacement. Mr. Schreiter said Andy Bohl from Hanover Engineering will be his 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.

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, December 3, 2018

4774 Saucon Creek Road

NEW BUSINESS:

Bidding thresholds for 2019 are as follows:

Purchases and contracts below \$11,000 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.

Mr. Bush said this is roughly a 3.5% increase over 2018.

ANNOUNCEMENTS:

Next scheduled meeting of the Authority will be Monday, January 14, 2019 @ 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 6:37 pm.

Respectfully submitted,

Ryan Holmes
Secretary