

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, February 4, 2019

4774 Saucon Creek Road

Chairman Bruce Bush called to order the regular meeting of the Upper Saucon Township Municipal Authority at approximately 6:02 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

Ronald Reybitz - Asst. Secretary and Asst. Treasurer

Ryan Holmes - Secretary

STAFF PRESENT:

Gary A. Brienza, Esquire, Solicitor

Andrew T. Bohl, P.E., Engineer

Farley F. Fry, P.E., Engineer

Chris Cope, UST Director of Water and Sewer Resources

STAFF ABSENT:

Mark Sullivan – Treasurer

VISITORS:

None

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 January 2019 as presented.

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)

Date list was prepared or amended: 1/28/19, 2/1/19, 2/2/19

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Date of letter: 1/15/19

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

Letter sent to: Kimberly Warren, Saucon Valley CC

Subject: Release and Settlement Agreement to Resolve Sewer Billing Error -- Saucon Valley Country Club

(Attached) for your file is a copy of the fully executed Release and Settlement Agreement.

Date of letter: 1/16/19

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Chris Cope, UST

Subject: South Branch Interceptor Corrective Action Plan -- Quarterly Status Report ---- Fourth Quarter 2018

(Enclosed) are four copies, signed and sealed, copies of subject Report.

Date of letter: 1/18/19

Letter from: Mark Mortensen (e-mail)

Letter sent to: Tom Dinkelacker, DDA Law Office

Subject: Water Rate Resolution

(This letter concerned the matter regarding and "invoice", EDU versus tie to water usage, the master meter matter, "tap fees" and installation of meters. See copy of e-mail for details.)

Date of letter: 1/21/19

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

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

Subject: Weyhill Estates -- Acceptance of Sewer Facilities

Need to confirm if payment has been made to for the "easement machine"...and if not when will it will be.

Date of letter: 1/21/19

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

Letter sent to: Gary Brienza, Solicitor and others

Subject: Weyhill Estates --- Acceptance of Sewer Facilities

The check for \$36,613.60 was in the sewer agreement that Seth recently dropped off.

Date of letter: 1/22/19

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

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

Subject: Weyhill Estates --- Acceptance of Sewer Facilities

(Attached) is what I received yesterday, including a copy of the check. I will drop off the original copy to Tom later this morning. Looks like the Deed of Easement and Agreement must still be signed by the Township.

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Date of letter: 1/23/19

Letter from: S. Diacogiannis, UST (e-mail)

Letter sent to: Tom Dinkelacker, DDA Law Office

Subject: Deed of Easement and Agreement for Sanitary Sewer Line --- Toll PA IV, L.P.
--- Weyhill Estates Lot 134

This document has now been signed by all parties and is ready for recording (see attachment).

Date of letter: 1/23/19

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Patricia Lang, UST

Subject: Brinley Court Subdivision.....Force Main Material

We reviewed the request by the Developer to install a 4" Diameter PVC force main and connect to the proposed 6" diameter ductile iron pipe force main beyond the proposed TOA subdivision. We find it an acceptable practice to connect PVC pipes to DIP. [Bohl then listed in the letter 4 conditions that must be met]

Date of letter: 1/28/19

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

Letter sent to: Bruce Bush

Subject: Saucon Valley Crossings

[Gary forwarded an e-mail dated 1/25/19 from Tom Beil To Tom Dinkelacker and Gary Brienza]. Tom Beil's e-mail stated.....The earliest we can get this issue before the BOS is 2/11/19.

Date of letter: 1/30/19

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Patricia Lang, UST

Subject: Penn State Lehigh Valley.....Dining Hall Addition.....2809 Saucon Valley Road.....Sanitary Sewer Plan Review

We reviewed your 1/14/19 request to review the Liberty Engineering Response Letter dated 1/11/19 to SEA's letter dated 11/16/18 and Penn State Lehigh Valley, Dining and Student Services Expansion dated 11/8/18, last revised 1/13/19. We have the following comments: 1. all sewer lateral pipe size shall have a minimum diameter of 6", 2. submitted plans have been revised to provide a 2000 gallon grease trap, however, the details and size shall be confirmed upon the completion and submission of the IPA. 3. All sewers to be constructed for this project will be privately owned and the responsibility of the University to operate and maintain.

Date of letter: 1/30/19

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Patricia Lang, UST

Subject: Penn State Lehigh Valley, New Maintenance Building, 2809 Saucon Valley Road.....Sanitary Sewer Review

We reviewed the documents titled ---- 1. Project Narrative for the New Maintenance Building for water and sewer services; 2. Preliminary/Final Land Development Plans for

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the subject and dated 1/11/19. Hanover Engineering had 9 comments from their review. [See the letter for their comments.]

Date of letter: 1/30/19

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Patricia Lang, UST

Subject: WAWA.....Route 309 and Passer Road.....Sanitary Sewer Plan Review

We reviewed the plans, last revised 1/11/19, and they appear to satisfy the comments within the 5/15/18 review letter from SEA. The IPP Permit has been executed by the applicant. All sewers to be constructed for this project will be privately owned and the responsibility of the developer to operate and maintain.

Date of letter: 1/31/19

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Bruce Bush

Subject: 3939 West Drive.....Letter of Credit Release.....Sanitary Sewer Improvements Only

We reviewed the requested Letter of Credit Release for the sanitary sewer installation at 3939 West Drive project. Developer requested the release of \$3,625.00 for the sanitary sewers of this project. Construction of the sewer lateral installation was observed by Hanover Engineering. We recommend the release of \$3,625.00.

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

SOLICITOR'S REPORT:

The Solicitor's Report dated February 4, 2019 was presented by Solicitor Brienza.

Solicitor Brienza believes that Brinley construction may be ready to begin construction in the spring. Andy Bohl noted that Brinley has received approval to use PVC 4" and transfer to 6" ductile iron at the TOA connection after speaking with the ductile iron manufacturer and was told that the coupling from PVC to ductile is standard. They are also going to add a valve on either side of the coupling.

Solicitor Brienza said an upcoming conference call should confirm how Saucon Valley Crossings will be metered and billed then the BOS can finalize the agreement at their next meeting.

Mr. Brienza said that he has no update from Attorney Dinkelacker on the tapping fee ordinance.

Solicitor Brienza said that all improvements that the Township requested at Mt. Glen were made and that he is waiting for an update from Attorney Dinkelacker to see when the dedication will take place.

Mr. Brienza mentioned that Weyhill has made their payment for the easement machine and that all documentation should be finalized by next month.

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Solicitor Brienza said that everything was ready to go with the Promenade easements but now the dates on all documentation needs to be changed from 2018 to 2019. Once this change is made the documents should be complete.

Mr. Brienza said that Station Avenue is complete with the exception of finishing some yard repair in the spring.

Mr. Brienza said that his office has only received responses from three of the residents on Oakhurst Drive that were sent sewer easement letters in November. His office will send out the letters again.

Solicitor Brienza said that Mr. Ginder from Elim Camp has tried twice to make unapproved sewer connections. The Township made him remove everything and revoked his permit. He tried to use unapproved materials and did not follow Township specs. He would like to install a manhole on the property for future tie-ins. Solicitor Brienza has issued a letter stating the by 2/12/19 he has to install the manhole or fill in the hole and open trenches. This letter also indicates that if he violates the terms indicated in the letter the Township will take action against him. It also states that if he wishes to proceed with this project he will need to re-apply for the permits which will need to be submitted by an approved contractor. Even though he is a plumbing contractor his work has been extremely sub-standard to the point of being dangerous. He has had an open trench (not allowed as per Township specs) for close to two months, located right next to the roadway. It is considered an "attractive nuisance" which means he/Camp Elim would be on the hook at the construction site if someone should get hurt.

ENGINEER'S REPORT

Andrew Bohl, PE, presented Engineer's report dated February 1, 2019.

Mr. Bohl said the Contractor will be out to vacuum test manholes at Sunset and Ackerman's and that he would NOT recommend approving and additional payments to Ciccone until the I&I issues are resolved.

Mr. Bohl said that he will continue to work towards finalization of the NBI and 537 and that he is waiting to see if anyone from the Authority has questions or comments.

Mr. Bohl said that he is looking at the design for Oakhurst that was proposed by Karl Schreiter and he will be making modifications as necessary which will depend on whether or not the Township receives all of the required easements.

Mr. Bohl said he is investigating different options for the Executive Parkway Sewer.

Mr. Bohl stated that he reviewed the CAP report that was prepared by Karl Schreiter and sent out on time.

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Mr. Bohl mentioned that he had a pre-construction meeting with Saucon Valley Mobile Home Park on 1/14/19 and that once all agreements are finalized, construction can begin.

Mr. Bohl has one item that needs approval for the release of the letter of credit in the amount of \$3,625.00 for the land development project at 3939 West Drive.

SUPERINTENDENT'S REPORT:

Mr. Cope said sewer inspections are continuing at Woodcrest and Mountain Laurel and they have finished flushing and TV'ing at Susan, Scholar and Mallard.

Mr. Cope said the new lines at DeSales connecting the concession stands and ball fields have been flushed and TV'd and that everything looks good.

Mr. Cope said that the guys took a trip out to Lancaster to look at a sewer truck we are interested in purchasing and that they will be taking a second trip to Hamilton Township to look at another truck. This way the guys can talk to people who are actually using the trucks instead of just listening to a sales person.

Mr. Cope mentioned that there is an upcoming meeting with a company called Utility Planning Partners. They are proposing a program that would offer residents insurance on their water and/or sewer lateral and service line so that if something were to go wrong, either the Township would make the repairs or an approved third party, which would then be reimbursed by the insurer.

TREASURER'S REPORT:

Mr. Reybitz reported that the ending balance is \$1,134.64 but does not include interest.

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

Mr. Reybitz noted that there was one check in the amount of \$21.45 written to Bruce Bush for postage reimbursement which would bring the balance to \$1,113.19.

MOTION (S):

Motion made and seconded to approve the 2019 Active Membership Dues to the Pennsylvania Municipal Authorities Association in the amount of \$200.00. Ref: Invoice from PMAA dated 12/15/18.

Motion passed unanimously.

Motion made and seconded to release the Letter of Credit in the amount of \$3,625.00 for the sanitary sewer installation at 3939 West Drive. Ref: Hanover Engineering letter dated 1/31/2019.

Motion passed unanimously.

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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. Authority Chairman, Bruce Bush asked Mr. Brienza if there had been any updates on this issue should there be additional residents looking to have their area of the Township connected to public sewer. Mr. Brienza informed him that he had no additional updates from Tom Beil or Attorney Dinkelacker.

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. 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.

NEW BUSINESS:

None

ANNOUNCEMENTS:

Next scheduled meeting of the Authority will be Monday, March 4, 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 6:40 pm.

Respectfully submitted,

Ryan Holmes
Secretary