

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, January 13, 2020

4774 Saucon Creek Road

Chairman Bruce Bush called to order the regular meeting of the Upper Saucon Township Municipal Authority at approximately 6:04 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 - **ABSENT**

Mark Sullivan – Treasurer

STAFF PRESENT:

Gary A. Brienza, Esquire, Solicitor

Andrew T. Bohl, P.E., Engineer

Farley F. Fry, P.E., Engineer

John Guignet, UST Acting Director of Water and Sewer Resources - **ABSENT**

Patrick Lambert, Director of Water and Sewer Resources

Ed Rasich, UST Asst. Director of Water and Sewer Resources

REORGANIZATION:

-Elect Chairman

Motion made and seconded to elect Bruce Bush as Chairman.

Motion passed unanimously.

-Elect Vice-Chairman

Motion made and seconded to elect Jack DeMatos as Vice-Chairman.

Motion passed unanimously.

-Elect Secretary

Motion made and seconded to elect Ryan Holmes as Secretary.

Motion passed unanimously.

-Elect Treasurer

Motion made and seconded to elect Mark Sullivan as Treasurer.

Motion passed unanimously.

-Elect Asst. Secretary/Treasurer

Motion made and seconded to elect Ron Reybitz as Asst. Secretary/Treasurer.

Motion passed unanimously.

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APPOINTMENTS:

Motion made and seconded to appoint Gary Brienza (Firm-Peters, Moritz, Peischl, Zulick and Brienza) as Solicitor.

Motion passed unanimously.

Motion made and seconded to appoint Hanover Engineering as Engineer.

Motion passed unanimously.

Motion made and seconded to appoint Reinsel, Kuntz, Leshner, LLP as Auditor.

Motion passed unanimously.

MEETING DATES AND TIMES:

Motion made and seconded to establish the meeting dates and times as the first Monday of each month with the exception of the September meeting which will be held on Tuesday, September 8, 2020. Time of the meeting will be 6PM.

Motion passed unanimously.

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 December meeting minutes as amended. In the last sentence under announcements the year should be 2020, not 2019.

Motion passed unanimously.

CORRESPONDENCE:

Authority members may comment on the correspondence packets or the "Summary" which they received.

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(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: 1/6/2020, 1/7/2020

Date of letter: 12/5/19

Letter from: John Guignet, UST (email)

Letter sent to: Andrew Bohl, Hanover Engineering, and others

Subject: Locust Valley Pump Station Permit

(Attached) are permits from PaDEP for Locust Valley Pump Station that I received yesterday.

Date of letter: 12/5/19

Letter from: Andrew Bohl, Hanover Engineering (email)

Letter sent to: John Guignet, UST, and others

Subject: Locust Valley Pump Station Permit

Thanks for forwarding the permit to us, the permit is for TOA's pump station. We will sign the permit once the pump station is constructed and accepted by the Township.

Date of letter: 12/5/19

Letter from: John Guignet, UST (email)

Letter sent to: Bruce Bush and others

Subject: 3821 East Hopewell Road (Marcks Property)

Yesterday the sewer crew inspected the manholes in the easement on the Marck's property and found them to be in good condition.

Date of letter: 12/5/19

Letter from: Gary Brienza, Solicitor (email)

Letter sent to: John Guignet, UST, and others

Subject: 3821 East Hopewell Road (Marcks Property)

Are we tv'ing the lines too before the fence is erected?

Date of letter: 12/5/19

Letter from: John Guignet, UST (email)

Letter sent to: Gary Brienza, Solicitor and others

Subject: 3821 East Hopewell Road (Marcks Property)

We were not planning on it (tv'ing the lines) but that it is a good idea. I will schedule it for next week.

Date of letter: 12/5/19

Letter from: Gary Brienza, Solicitor (email)

Letter sent to: John Guignet, UST and others

Subject: 3821 East Hopewell Road (Marcks Property)

Okay, great. Let me know what you (hopefully nothing) find.

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Date of letter: 12/13/19

Letter from: Tom Dinkelacker, LV Law Practice (email)

Letter sent to: Mark Mortensen, Malkames Law

Subject: Lehigh Engineering Invoice

I have received no direction from the Township as yet. What I will need (approved by Hanover Engineering) are the following:

1. HEA approved as-built
2. Executed Bills of Sale (one each for water and sewer) which I will draft (but first need from HEA a reasonably detailed description of facilities being conveyed)
3. Appropriate diagram for blanket easements in the streets, one each of water and sewer (again, I will draft the easements but need the diagram)
4. Maintenance bond

I think that is it from my end. I will also draft a resolution for acceptance of the Bills of Sale and easements by the BOS in addition to the above.

Date of letter: 12/13/19

Letter from: Andrew Bohl, Hanover Engineering (email)

Letter sent to: Tom Dinkelacker, LV Law Practice and others

Here is an update from Hanover Engineering's review

1. We are in receipt of the as-built drawings, we are currently reviewing them
2. We will provide you with a description of the improvements to be conveyed to the Township
3. The easement descriptions and plot plans were prepared (by) Lehigh Engineering and we need to double check them to confirm the as-built location of the improvements are located within the easements and the easements descriptions and plot plans are consistent with each other.

Also we are in the process of preparing a punch list letter for the project as well. We are working on getting the letter out sometime next week as well.

Date of letter: 12/19/19

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Kevin Castro, Lehigh County Conservation District

Subject: Oakhurst Drive Sewer Extension Project.....E & S Review for PaDEP Joint Permit Project

(Enclosed) for your review are the following items for the subject project:

1. Check for \$50.00
2. U.S. Fish and Wildlife Service correspondence dated 12/13/19
3. One signed and sealed copy of the Erosion and Sedimentation Control Plan Narrative Report, dated October 25, 2019, including the Erosion and Sedimentation Control Plans, dated October 25, 2019

The letter then listed the revision to the enclosed documents pursuant to the review letter dated 11/26/19. (See the letter for the many comments.)

Date of letter: 1/3/20

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Bruce Bush

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Subject: Old Saucon Subdivision.....Security Release Request....Sanitary Sewer Improvements only

We reviewed the requested Letter of Credit Release for sanitary sewer improvements. The developer requested a release of \$ 62,244.60 for the sanitary sewer (\$56,586.00 + \$5,658.60 for inspection and construction contingencies). The construction of the onsite sanitary sewer and offsite installation was observed by Hanover Engineering. We recommend the Township release the requested amount.

Date of letter: 1/3/20

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Patricia Lang, UST

Subject: DeSales University Proposed Storage Building, 2460 Station Ave.....Preliminary/Final Land Development

We reviewed the plans listed in the letter. The letter then lists the numerous comments regarding the plans.

Date of letter: 1/6/20

Letter from: Mark Mortensen, ME Management (email)

Letter sent to: Andrew Bohl, Hanover Engineering and others

Subject: Lehigh Engineering Invoice

Any update on your end? How do we bring this matter to conclusion?

Are their punch list items that I need to be pushing Dirtworks on?

Date of letter: 1/6/20

Letter from: Andrew Bohl, Hanover Engineering (email)

Letter sent to: Mark Mortensen, ME Management and others

Subject: Lehigh Engineering Invoice

Thanks for the follow-up. Due to the holidays and etc. we are still in the process reviewing the as-built and etc. We will forward the punch list to you as soon as we have it completed.

Date of letter: 1/7/20

Letter from: Thomas Beil, UST

Letter sent to: Ronald J. Reybitz

Subject: Reappointment to USTMA and USSTA

You have been reappointed to the USTMA and USSTA. Your term on both Authorities will begin immediately and expire on December 31, 2024.

Date of letter: 1/8/20

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Patricia Lang, UST

Subject: Saucon Valley Crossings MHP.....Final Utility Inspection and As-Built Plan Review

A final site inspection was performed for the subject project. Also reviewed was the utility as-built Survey Plan dated 11/22/2019.

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The letter then listed 15 comments regarding the site inspection and 7 comments regarding the as-built plan review.

Date of letter: 1/8/20

Letter from: Tom Dinkelacker, LV Law Practice (email)

Letter sent to: Andrew Bohl, Hanover Engineering

Subject: Saucon Valley Mobile Home Park Project

I will forward the information included in your 1/8/20 letter to Mark Mortensen and his lawyer and begin to prepare the necessary documents for dedication, pending of course the successful completion of the punch list.

Date of letter: 1/10/20

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Patricia Lang, UST

Subject: Estates at Saucon Valley.....Preliminary / Final Plan.....Sanitary Sewer Review #1.....2759 and 3131 Flint Hill Road

We reviewed the Plans for Estates at Saucon Valley dated 12/13/19 as prepared by Bohler Engineering related to the proposed 102 lot residential subdivision known as Estates at Saucon Valley located on Flint Hill Road. The letter then listed the 9 comments that Hanover Engineering had regarding the Plans.

*****end of correspondence list for the January meeting

CORRESPONDENCE COMMENTS:

SOLICITOR'S REPORT:

The Solicitor's Report dated January 9, 2020 was presented by Solicitor Brienza.

Solicitor Brienza said that as-builts were submitted and Andy needs to review the video of the sewer lines for Saucon Valley Crossings. Mr. Bohl will then give them a final punch list that will need to be addressed before this project can be closed out.

Attorney Brienza noted that the easement paperwork for the Heritage Conservancy at Mt. Glen is still not totally complete. Bruce Bush mentioned that he had just recently signed a few easements for Mt. Glen.

Solicitor Brienza mentioned that everything has been finalized for the Executive Parkway sewer expansion and that he is just waiting to hear back from Attorney Dinkelacker that all necessary paperwork has been recorded. Mr. Brienza said he was asked to do two additional easements for this project, one for Dun & Bradstreet and one for Liberty Properties and he is waiting for responses.

Attorney Brienza said that all of the letters for the Oakhurst sewer extension have gone out but that he has not received any responses. He also has a few final items that need to be recorded in regards to the Promenade sewer extension.

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Solicitor Brienza had Bruce Bush sign the easement agreement for the Marck's residence on E. Hopewell Road that will be installing the fence over our easement. Bruce Bush asked Mr. Rasich to verify that the sewer lines and manhole had been TV'd, Mr. Rasich said there were and that they looked good.

ENGINEER'S REPORT:

Andrew Bohl, PE, presented Engineer's report dated January 10, 2020.

Mr. Bohl said that the joint permit to DEP and the conservation district was submitted for the Oakhurst project and he is waiting on a response. As soon as he receives the permits this project should be ready to go out for bid.

Mr. Bohl said that he is waiting to finalize construction plans until we receive the signed easements.

Mr. Bohl told the Authority that Coopersburg had no exceedance's this month during the period from 11/20/2019 to 1/6/2020.

Mr. Bohl said that he received the TOA Locust Valley pump station permit in December.

Mr. Bohl noted that he issued a final inspection report for Saucon Valley Crossings Mobile Home Park on 1/8/2020.

Mr. Bohl indicated that the next Act 537 meeting will likely be held in February or March.

Mr. Bohl told the Authority that he has one letter of credit release request for the Old Saucon Development. He also noted that they have been given the revised construction detail regarding grinder pumps.

Mr. Bohl said that the questionnaires for the yearly IPP's were sent out on 12/18/2019.

SUPERINTENDENT'S REPORT:

Mr. Rasich told the Authority that the Department is fine tuning the bio augmentation at Spring Valley Pump Station to help combat grease issues and that they have constructed a special hose to vacuum out the pump stations.

Mr. Rasich noted that Sewer Department is developing a system wide flushing program.

Mr. Rasich said that the Sewer Department has been doing flow meter training so that if the Foreman is out the rest of the Department will know how to collect the data.

Mr. Rasich stated that the Department bought new water leak detection loggers.

Mr. Rasich told the Authority that the Department experienced a comp failure on the SCADA system due to a wide spread, Verizon system failure.

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Mr. Rasich also mentioned that there is a CO2 residual issue with the Bethlehem interconnect at the Blending Station. Their residual is very low coming in and when we blend our water with theirs it drastically changes our residual so we have to constantly make adjustments to stay within our parameters.

TREASURER'S REPORT:

Mr. Sullivan reported that there were no dispersements this month and with interest the balance stands at \$923.32. The quarterly report does not need approval this month.

MOTION (S):

A motion was made and seconded to release the line of credit in the amount of \$62,244.60 in regard to the Old Saucon Subdivision, for sanitary sewer improvements installed by 12/31/2019. Ref: Hanover Engineering letter dated 1/3/2020.

Motion was unanimously approved.

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.

Background: (1) Update on the letter that the Authority recommended be sent to the "53"; (2) The request for an Ordinance to cover the inspection of the laterals prior to sale of the property.

Status: **2/19/19**--Tom Dinkelacker had a casual discussion regarding this matter with Tom Beil. Tom's sense is that there will be some discussion regarding further review by the committee. **3/8/2019**--Tom Beil stated that Bruce would be invited to the next Public Works Committee meeting. **October 2019** - Bruce Bush mentioned that he again, recently reminded Tom Beil that he would still like a meeting with the Public Works committee regarding the unconnected sewers.

B. Sewer Tapping Study – update

C. Easement Problems

D. Oakhurst Drive Project

This project will be ready to go out for bid as soon as we receive the permits from DEP.

E. 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:

Bruce Bush mentioned that there was an article in a Municipal Authority publication that talked about "Responsible Bidders". One thing it discussed was having a "pre-

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qualification" list. It said such a list could work to the Authorities advantage in trying to obtain good companies that are qualified to do the necessary work. Attorney Brienza feels that should it become an issue going forward that the Authority does not get qualified bidders would be to have the bids dismissed. There would need to be a meeting about this on-the-record.

The Authority also welcomed the new Water and Sewer Director, Patrick Lambert.

ANNOUNCEMENTS:

The next scheduled meeting of the Authority will be Monday, February 3, 2020 @ 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