

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, November 4, 2019

4774 Saucon Creek Road

Chairman Bruce Bush called to order the regular meeting of the Upper Saucon Township Municipal Authority at approximately 6:00 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
Mark Sullivan – Treasurer

STAFF PRESENT:

Gary A. Brienza, Esquire, Solicitor
Andrew T. Bohl, P.E., Engineer
Farley F. Fry, P.E., Engineer
Chris Cope, Director of Water and Sewer Resources
John Guignet, UST Asst. Director of Water and Sewer Resources

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 from October 2019 as presented.

Motion passed unanimously with Bruce Bush 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: 10/20/19, 10/31/19

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

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4774 Saucon Creek Road

Date of letter: 10/11/19

Letter from: S. Diacogiannis, UST (email)

Letter sent to: Bruce Bush and others

Subject: 2020 Reorganization and Regular Meeting Dates -- Boards and Commissions
We are preparing the Public Notice for the subject. Review and advise of your approval or any changes no later than Wednesday, 12/4/19.

USTMA and USSTA:

Reorganization meeting ---- Monday, 1/14/20 @ 6 PM

Regular meetings ---- 1st Monday of each month @ 6 PM (note: 1st Monday in September is Labor Day ---- will meet Tuesday, 9/8/20

Date of letter: 10/15/19

Letter from: Thomas Beil, UST

Letter sent to: Ronald Reybitz

Subject: Reappointment to MA and STA

Your term expires at the end of 2019. Thank you for your dedicated service and invite you to apply for reappointment to your position. If you are interested in being reappointed, complete the enclosed form and return to Sandy Diacogiannis no later than 4 PM on Friday, 12/6/19,

Date of letter: 10/18/19

Letter from: Pamela Kemecsy, Hanover Engineering

Letter sent to: Pam Kania, PaDEP

Subject: Oakhurst Drive Sewer Extension Project, UST

(Enclosed) are the various documents (documents were then listed) pertaining to the subject project. The intent of this project is to construct a sewer line extension for about four-tenths of a mile along Oakhurst Drive in UST.

Please process this submission.

Date of letter: 10/28/19

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Kevin Frederick, Lehigh County Conservation District

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

(Enclosed) are various documents (documents then listed in the letter) for the subject project.

Proposed project is within the Saucon Country Estates Subdivision located in UST. The limit of disturbance is about 0.87 acres and will include a stream crossing and wetlands crossing with a 2" diameter force main. The 2" force main will be directional drilled to minimize the disturbance to the wetlands and stream. The Township is submitting for a Joint Permit from the PADEP for the proposed crossings.

Date of letter: 10/31/19

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Bruce Bush

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, November 4, 2019

4774 Saucon Creek Road

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

Hanover Engineering reviewed the requested Letter of Credit Release for sanitary sewer improvements. The developer has requested a release of \$139,869.40 for the Sanitary Sewer (\$127,154.00 + \$12,715.40 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 request of \$139,869.40.

Date of letter: 10/21/19

Letter from: Andrew Bohl, Hanover Engineering

Letter sent to: Bruce Bush

Subject: Old Saucon SubdivisionSecurity Release Request.....Sanitary Sewer Improvements only

Hanover Engineering reviewed the requested Letter Of Credit Release for onsite sanitary sewer improvements. The developer has requested a release of \$ 57,465.10 for the sanitary sewer (\$52,241.00 + \$5,224.10 for inspection and construction contingencies).

The construction of the onsite sanitary sewer installation was observed by Hanover Engineering. We recommend the Township release the request of \$ 57,465.10.

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

SOLICITOR'S REPORT:

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

Solicitor Brienza said that the letters and revised easements for the Oakhurst sewer extension have been sent out. He is hoping to have everything signed and back by the next meeting.

Attorney Brienza said he has been in contact with Karl Schreiter regarding Coopersburg's usage. Coopersburg is over their allotment for the year and it's already higher than last year. He has made Tom Beil aware of the situation and is waiting for Mr. Beil to let him know how he would like to handle the situation. Attorney Brienza believes that a meeting with Coopersburg to review the information would be best. Attorney Brienza needs to review the current agreement that is in place to see what their current allowable amount is.

ENGINEER'S REPORT

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

Mr. Bohl said that another 537 meeting was held on October 23, 2019. He is hoping to have this wrapped up by the end of the year. He is going to try and incorporate 2019 into this report so it is completely up-to-date. The process from there is that it will go to Lehigh County Planning Commission then to DEP and last the Township will hold a public hearing.

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

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4774 Saucon Creek Road

Mr. Bohl also discussed the resident on E. Hopewell Road that would like to install a fence on his property within the utility easement. Mr. Bohl showed the Authority drawings that indicated where the easements are located and where the resident would like to install his fence. The homeowner said that he has no issue signing the agreement. The agreement would state that if access is needed the fence could be removed and all associated costs for repair/replacement would be the homeowner's responsibility. The Authority would like the manhole that would be located within the fenced area to be inspected for I&I and if it is determined to be necessary, line the manhole first.

Mr. Bohl said that the plot plans and legal descriptions for the Executive Parkway have been sent to Attorney Brienza for his review.

Mr. Bohl told the Authority that Coopersburg had one exceedance this month. There is a draft billing report for the new subdivisions in Coopersburg.

Mr. Bohl noted that the 3rd quarter CAP report was submitted to DEP at the end of October.

Mr. Bohl said that all easement descriptions for the Oakhurst sewer extension are complete.

Mr. Bohl informed the Authority that Saucon Crossings is complete and that he is just waiting on the dedication.

Mr. Bohl told the Authority that he would like to update the standard sewer specs. The change would only relate to grinder pump installations. Typically for grinder pump applications the pipe used is schedule 40. Our current specs call for SDR26 pipe. The grommet that comes with the grinder pump is made to fit the schedule 40, the SDR26 is smaller so it doesn't fit well. It's Andy's recommendations that, only in grinder pump applications, use the schedule 40 from the house trap to the structure to eliminate this problem. He will submit drawings and narrative to the Authority for review and approval.

Mr. Bohl told the Authority that he has two letter of credit release requests for the Old Saucon Development.

SUPERINTENDENT'S REPORT:

Mr. Cope introduced Ed Rasich as the new Assistant Director of Water and Sewer. John Guignet will stay on until July to help transition the new Director.

Mr. Cope noted that the lateral was installed for the new garage connecting it to the main interceptor. The contractor is ready to begin work on the footers and foundation.

Mr. Cope said that manufacturer that we purchase our point repair materials from joined the Sewer Department on-site to review our procedures.

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

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4774 Saucon Creek Road

Mr. Cope stated that there have been assistant inspectors out in the Blue Ridge Estates development going over the punch list of manhole and clean out repairs that need to be done before they pave.

Mr. Cope said that the Sewer Department performed another sewer tap connection for new construction at Lanark Road and W. Hopewell Road.

TREASURER'S REPORT:

Mr. Sullivan reported that with disbursements last month and interest the balance stands at \$920.86 and that the 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 \$57,465.10 in regards to the Old Saucon Subdivision, Phase 1 for sanitary sewer improvements installed through September 30, 2019. Ref: Hanover Engineering's letter dated 10/21/2019.

Motion was unanimously approved.

A motion was made and seconded to release a line of credit in the amount of \$139,869.40 pertaining to sanitary sewer improvements installed through 10/28/2019 in the Old Saucon subdivision, Phase 1. Ref: Hanover Engineering's letter dated 10/31/2019.

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

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, November 4, 2019

4774 Saucon Creek Road

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 received the 2020 meeting dates but said they will not be formally approved until the January re-organization meeting.

ANNOUNCEMENTS:

The next scheduled meeting of the Authority will be Monday, December 2, 2019 @ 6:00 PM at the Water and Sewer Building.

Mr. Bush asked for an update on the vacant Director's position. Mr. Guignet indicated that the first choice turned down the position, apparently unable to come to an agreement regarding benefits. Tom Beil and two Township Supervisors re-interviewed two applicants and decided to hire one of them. Mr. Guignet feels this person along with Ed Rasich will make a good team. The newly hired Director was Chief Operator at Brodhead Creek for 23 years. He was most recently employed for Blue Ridge Real Estate Company and ran two small waste water treatment plants along with four water systems. He has experience with the DMR and the dweller systems similar to what we have. He has all certifications required, will commute from Nazareth and will start on 1/2/2020.

The Authority wished Chris Cope the best of luck!

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