

# UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Tuesday, August 1, 2022

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  
Mark Sullivan – Treasurer  
Zachary Karasek – Secretary  
John Guignet - Asst. Secretary and Asst. Treasurer

## **STAFF PRESENT:**

Gary A. Brienza, Esquire, Solicitor  
Andrew T. Bohl, P.E., Engineer  
Farley F. Fry, P.E., Engineer  
Patrick Lambert, Director of Water and Sewer Resources  
Ed Rasich, UST Asst. Director of Water and Sewer Resources

## **VISITORS:**

N. Fitzgerald/4071 Vera Cruz Road  
N. Espinol/3946 Vera Cruz Road

## **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:**

Two residents were in attendance to acquire about the feasibility of connecting to the public sewer system. They were informed that the Authority would take a closer look at it, but immediately several obstacles are apparent. Lanark is a state road, so are Oakhurst and Route 145. There is also the issue of both East and West bound bridges for I78 are located in this immediate area. It's possible that the cost itself may make this project highly unlikely and would probably take years to get all necessary approvals from the State. Andy Bohl added that he would have to investigate whether this area is even included in the ACT 537.

## **MINUTES:**

A motion was made and seconded to approve the July meeting minutes as presented.

Motion passed unanimously with Zachary Karasek and Mark Sullivan abstaining.

## **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: 7/23/22, 7/26/22, 7/27/22

Date of email: 6/29/22

Email from: Gary Brienza, Solicitor

Email sent to: Bruce Bush

Subject: NBI Meeting – Easements

Gary forwarded the emails from Tom Dinkelacker, Solicitor and John VanLuvanee, East Burn Gray regarding the subject.

Dinkelacker letter was to Tom Beil, UST

John would like a meeting. He states that only you and I are necessary, but I would add Gary and possibly Dave. Let me know who should attend and then Maria can schedule the meeting.

VanLuvanee, East Burn Gray letter was to Dinkelacker

Fran and Andy reported that they will have the application (for) the Part II WQM permit completed very soon. Andy advised that all the plans and legal descriptions for the easements have been completed. We need to schedule a meeting to discuss the scheduling of meetings with the property owners from whom easements are needed. To keep the project moving, it is important to start that process now rather than delaying until fall. Would appreciate it if you would reach out to Tom Beil to schedule a meeting. Only you and Tom are necessary.

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Date of email: 7/5/22

Email from: Gary Brienza, Solicitor

Email sent to: Bruce Bush; A. Bohl, Hanover Engineering; Patrick Lambert, UST

Subject: Upper Saucon / Coopersburg Sewer System

Gary forwarded an email from David Busch regarding the subject.

Typically, valuation studies are completed within 60 – 90 days after receipt of the requested information. This timeframe can be extended if there are open items that need to be resolved. (David then listed the information that is requested).

\*\*\*\*\*

Date of email: 7/6/22

Email from: Gary Brienza, Solicitor

Email sent to: David Busch, Keystone-Alliance

Subject: Upper Saucon / Coopersburg Sewer System

Quick question, since the system potentially to be acquired are the lines in Coopersburg, would I be correct in assuming that the documentation you might need would only come from there or would you also need similar documentation from Upper Saucon?

Finally, while you did outline the tasks and provide a rough estimate via email, can you provide a formal proposal on your firm letterhead that specifies the work to be

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done/scope of work/services to be provided along with payment terms. Again, while you provided a total dollar figure estimate for the valuation project, I am unclear if the work is to be done on an hourly basis or other.

\*\*\*\*\*

Date of letter: 7/7/22

Letter from: Bruce Bush (hand delivered to UST receptionist)

Letter sent to: Tom Beil, UST

Subject: Requesting consideration of implementing an Ordinance regarding the inspection of each improved property connected to the Township's Sanitary Sewer System upon transfer of that property.

The letter then further describes the Authority's request.

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Date of email: 7/12/22

Email from: Andrew Bohl, Hanover Engineering

Email sent to: Thomas Beil, UST

Subject: Corporate Parkway Sanitary Sewer Project Contract Documents

This was a cover letter sending the contract documents for subject project to Tom Beil.

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Date of email: 7/15/22

Email from: Andrew Bohl, Hanover Engineering

Email sent to: Patricia Lang, UST

Subject: DeSales University Proposed Labuda Building Addition Project Sanitary Sewer Review #2

We reviewed the Plans for the subject dated 2/4/22, last revised 6/22/22 prepared by Barry Isett and Associates, Inc., and the Design Calculations for the E-One Grinder Pump.

The project is located on the campus and is an addition to the Labuda Center for the Performing Arts. The building is about 7700 Sq. Ft. to the northern portion of the Center and a grinder pump station to convey the wastewater about 140 feet to an existing manhole located to the west. Project proposes to connect to the existing sewer system owned and maintained and located within DeSales property.

Hanover had two comments:

-Plan should be revised to depict the sewer construction details for this project only

-The sewer internal drop construction detail shall be revised to provide the correct size force main proposed for this project.

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Date of email: 7/20/22

Email from: David Busch, Keystone-Alliance

Email sent to: Gary Brienza, Solicitor

Subject: Upper Saucon / Coopersburg Sewer System

(This was in reply to Gary's 7/6/22 email)

We only need information related to the Coopersburg sewer system.

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Ideally, we would have all the available information for the Coopersburg sewer system prior to providing a cost estimate to complete the valuation study. This would allow us to provide the most accurate figure to the Authority.

(Attached) is a proposal reflecting reasonable assumptions concerning the availability of the information requested. The Proposal outlines the work to be completed and our experience in this area.

The cost estimate reflects a cost not to exceed, which would be billed on an hourly basis. This approach would allow for my cost savings accomplished during the project to benefit the authority with a lower final cost.

Note: a copy of the Proposal will be provided to each Authority member.

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Date of email: 7/20/22

Email from: Gary Brienza, Solicitor

Email sent to: Bruce Bush and others

Subject: Upper Saucon Township Water/Sewer Study

Thank you for your email regarding budgetary number for the rate study and tapping fee work.

The tapping fee work for both the water and sewer system is relatively straightforward as I believe we completed the last update to the tapping fees in 2016. Trying to be helpful, I have attached our standard list of information that would be required to complete the tapping fee work. I have also provided a list of required information to complete the rate study work.

Rate Study is more time consuming and some of the required information is not as easy to obtain (individual customer usage data for each billing period for a year for example). For this reason, pricing is a little more complicated. Would the rate study be for both the water and sewer systems?

For a budgetary estimate, I would anticipate a cost of \$4,000 for each tapping fee study, so  $2 \times \$4,000 = \$8,000$  for tapping fees

For a rate study I would anticipate a cost of \$12,000 to \$15,000 for each rate study.

The total cost of two rate studies and two tapping fee studies could be as high as \$38,000.

There are a few items that could reduce the total cost, including the following:

Completing all the work at the same time and combining meetings on each study together.

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Review of available information prior to awarding and starting the work.

Clearly defined scope of work for each study.

Given all these suggestions, it could be possible to decrease the total cost by \$5,000 to \$10,000.

I don't think it is likely to have all the work (2 tapping fee studies and 2 rate studies) completed for less than the bidding limit of \$21,900 for 2022.

I will comment that all the work anticipated is consider a professional service and does not requiring bidding at any price range.

If you would like to discuss this in more detail, please let me know. I would be happy to visit with you at some point in the future.

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Date of email: 7/21/22

Email from: Andrew Bohl, Hanover Engineering

Email sent to: Patrick Lambert, UST and others

Subject: Quarterly Corrective Action Plan Report (2nd Qtr. 2022)

(Attached) is our cover letter and Report to the PADEP for the submission of the Quarterly Corrective Action Plan for the South Branch Interceptor for the 2<sup>nd</sup> Quarter of 2022. The report will be mailed to PADEP today.

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Date of email: 7/22/22

Email from: Andrew Bohl, Hanover Engineering

Email sent to: Patricia Lang, UST

Subject: New Vitae Wellness and Recovery Mount Trexler Manor Property Proposed Cottage Expansion Project

We reviewed the Plans for the subject. The Plan as submitted depicts construction of 5 cottages that will be serviced by public sewer. Also reviewed the response letter dated 7/8/22 prepared by Bohler Engineering.

Hanover's letter then listed 7 comments regarding their review.

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Date of email: 7/22/22

Email from: Andrew Bohl, Hanover Engineering

Email sent to: Bruce Bush

Subject: Brinley Court Phase One Site Improvements Security Release Request

We recommend a release of \$866,866.00 to the letter of credit for the onsite sanitary sewer improvements installed within Phase 1 of Brinley Court. The construction of the sewer installation was observed by Hanover Engineering.

\*\*\*\*\*end of correspondence list for the August meeting

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## **CORRESPONDENCE COMMENTS:**

None

## **SOLICITOR'S REPORT:**

The Solicitor's Report dated August 1, 2022, was presented by Solicitor Brienza.

Solicitor Brienza said that the Ohl subdivision was approved at the BOS meeting on 7/11/22. The documents have been signed and submitted to the Lehigh Valley Planning Commission. They have already sent the approved plans back which have been recorded at the Lehigh County Courthouse. The executed agreement has been sent to the Township Solicitor. The Mt. Trexler Manor cost sharing agreement has not been finalized. Public meetings will be held in the fall.

Solicitor Brienza said that he has nothing new to report on either the tapping fee ordinance or Weyhill/Bluebell.

## **ENGINEER'S REPORT:**

Andy Bohl, PE, presented the Engineer's report dated July 29, 2022.

Mr. Bohl told the Authority that notice of violations should be sent to the remaining businesses that have not yet submitted this year's IPP's that were due in March. Patrick would like to revise this process for 2023.

Mr. Bohl said the contractor for the Corporate Parkway project is working on the shop drawings for the lift station.

Mr. Bohl noted that Coopersburg had no exceedances during July.

Mr. Bohl indicated that he has a release of security request tonight for Brinley Phase 1.

Mr. Bohl told the Authority that he did not get a chance to work on the 537 this month.

Mr. Bohl said that he still needs to review a section of sewer line for Estates at Saucon Valley has been TV'd.

Mr. Bohl also noted that the quarterly CAP report was submitted 7/20/22. The next report will be due 10/31/22.

## **SUPERINTENDENT'S REPORT:**

Mr. Lambert told the Authority that TOA still has not completed their manhole repairs.

Mr. Lambert informed the Authority that we are having some flow meter issues. They have placed a flow meter near Royal Truck, the data combination of the data collected from the two meters above don't equal the flow data collected at the third meter below. He is trying to figure out why there is a discrepancy.

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Mr. Lambert said that the Plant has been running at about 1.0-1.2 after some smaller rain events in July and the flow only went up in Coopersburg.

Mr. Lambert informed the Authority that LVHN has not gotten back to him regarding their grease trap.

Mr. Lambert said that the Sewer Department has noticed a lot of excess grease at building 800 (Fresh Market) in the Promenade. He had Suburban come in and take a sample of the grease and Scott took pictures. He wants to go back out to check and possibly sample, US Social Quarters, Coopersburg Diner, Fairmont Shopping Center, and Spring Valley Inn.

Mr. Lambert noted that flows at the Saucon Valley Country Club are up again. He's not sure if this is the result of the Senior Open but he is going to contact them to make them aware.

Mr. Lambert told the Authority that the contractor for the new garage finally came out to fix all the cracks throughout the building. The only outstanding item that remains unresolved is the retention ponds, they don't infiltrate like they are supposed to.

Mr. Lambert said that the Water/Sewer Department still has 3 open positions that need to be filled.

## **TREASURER'S REPORT:**

Mark Sullivan presented the treasurer's report. He reported that there were no disbursements this month so with interest the balance stands at \$779.61. The report does not need approval.

## **MOTION (S):**

A motion was made and seconded to approve Bruce Bush's letter to the Township Manager regarding authorizing a study for potential acquisition of the Borough of Coopersburg sanitary sewer lines with a change of language saying, "we would like to meet" instead of "willing to meet".

Motion passed unanimously.

A motion was made and seconded to release letter of credit funds for sanitary sewer improvements at the Brinley Court Development, Phase 1 in the amount of \$866,866.00. REF: Hanover Engineering letter dated 7/22/2022.

Motion passed unanimously.

## **UNFINISHED BUSINESS:**

A. Unconnected Sewer Analysis

Gary discussed this with Tom Beil and noted that if the Mt. Trexler project goes through it could bring this issue to a head.

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B. Sewer Tapping Study – This continues to be an unresolved issue. Bruce noted that this has been hanging out there since at least 2018. Patrick noted that he has included the sewer tapping fee review in next year budget.

## **NEW BUSINESS:**

Patrick has the 5-year working capital budget that the Authority members can review. A sewer rate study will be added to next year's budget.

## **ANNOUNCEMENTS:**

The next scheduled meeting of the Authority will be **Tuesday**, September 6, 2022 @ 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 7:07 pm.

Respectfully submitted,

Zachary Karasek  
Secretary