

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, January 8, 2024,

4774 Saucon Creek Road

Gary Brienza called to order the regular meeting of the Upper Saucon Township Municipal Authority at approximately 6:07 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:

Joaquim (Jack) DeMatos – Acting Chairman
Mark Sullivan – Treasurer - **ABSENT**
Zachary Karasek – Secretary
John Guignet – Vice Chairman
Michael Shafer - 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
Jonathon Barron, UST Asst. Director of Water and Sewer Resources

REORGANIZATION:

-Elect Chairman

Motion made and seconded to elect Jack DeMatos as Chairman.

Motion passed unanimously.

-Elect Vice-Chairman

Motion made and seconded to elect John Guignet as Vice-Chairman.

Motion passed unanimously.

-Elect Secretary

Motion made and seconded to elect Zachary Karasek 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 Michael Shafer as Asst. Secretary/Treasurer.

Motion passed unanimously.

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, January 8, 2024,

4774 Saucon Creek Road

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 Zelenkofske Axelrod, LLC, 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 being the September meeting which will be held on Tuesday, September 3, 2024. Time of the meeting will be 6PM.

Motion passed unanimously.

VISITORS:

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:

MINUTES:

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

Motion passed unanimously with John Guignet abstaining.

CORRESPONDENCE:

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

NOTE: (1) This is a summary of the correspondence prepared by the Chairman. Details must be obtained by reading the actual correspondence.

CORRESPONDENCE COMMENTS:

SOLICITOR'S REPORT:

The Solicitor's Report dated January 8, 2024, was presented by Solicitor Brienza.

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, January 8, 2024,

4774 Saucon Creek Road

The Township was not awarded any State or Federal grant money for the Mt. Trexler Manor sewer extension project so a contribution agreement will need to be finalized.

Jack would like an update at the next meeting as to how many easements have been signed for this project.

ENGINEER'S REPORT:

Andy Bohl, PE, presented the Engineer's report dated January 4, 2024.

Mr. Bohl reported he received the PennDOT closeout documents for the Oakhurst project. He should have finalized documentation for Authority approval next month.

Old Saucon Phase II – had an issue with one manhole when videod last year. Mr. Bohl informed Trent Sear that no CO's should be issued until this is fixed. The contractor is supposed to fix it next week.

Locust Valley – TOA Contractor called Mr. Bohl and told him TOA hasn't paid them in over 20 months (2 years in April) and owes them over \$50K so they may put lien on pump station. Mr. Brienza mentioned if it is not dedicated to Township, it isn't our problem. Obviously, we would not accept dedication until the lien is removed.

North Branch - submitted revised plans to PennDOT for street crossing. NPDES documents were also resubmitted. The Part II permit was submitted to DEP; however the Part 2 permit won't be issued until Act 537 is completed approved. Mr. Bohl will work on finalizing the 537. Charlie Unangst & Andy Bohl met with DEP between Christmas and New Year regarding Part 2 permit for North Branch and DEP mentioned the 537 is 20 years old.

Coopersburg – Exceeded their allocation 27 out of 31 days last month.

Brinley Court – Started on Phase 3. Pipes have been pressure tested. Once they are done paving, we will TV the lines. Off-site as-builts for Water & Sewer were re-submitted.

IPP letters will go out this week as well as Chapter 94's.

DIRECTOR'S REPORT:

Mr. Lambert told the Authority 18 Sewer Lateral Inspections were performed in 2023 since the new ordinance went into effect. We found 2 sump pumps were connected and 2 lateral clean-outs were broken.

The Sewer Department was called out for a grease blockage on Jasmine Dr. between clean-out and main. It could not be vacuumed out and had to be jetted.

Spring Valley - cleaned manhole at Saucon Valley Inn which had grease again.

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, January 8, 2024,

4774 Saucon Creek Road

There was debris in the manhole at Corporate Center Pkwy by the new pump station. There is a sag between new manhole and building. We want to video line into building to make sure there is not a problem with their lateral.

Coopersburg Diner – Pictures of the manhole still show a large amount of grease after clean-out. The owners are telling Coopersburg Borough that they have their trap cleaned every 3 months, but they have not provided any proof. The grease trap either needs to be larger or they will have to have it cleaned more often and provide manifests as proof. The Coopersburg Public Works Director is going to handle this with the Diner.

TREASURER'S REPORT:

There was not a Treasurer's report submitted for January, it will be submitted at the next meeting.

MOTION (S):

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.

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's budget.

C. Bruce Bush asked Tom Beil for an update on two outstanding matters and Tom indicated that the Township Solicitor was busy with other matters at this time.

D. Coopersburg's Ordinance regarding lateral inspection upon any real estate transfer. (Ref: Coopersburg Ordinance #2021-675, Duly Adopted 3/16/2021).

A letter from Bruce Bush to Tom Beil dated 7/7/22 was hand delivered to the Township on 7/7/22 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.

E. Acquisition of Borough of Coopersburg sewer lines. A letter was hand delivered to Tom Beil's office on August 3, 2022, requesting permission from the UST BOS to begin discussions regarding the acquisition. At the September meeting Gary reported that he spoke to Tom Beil and that Tom was going add to the 2023 Budget the cost for the study to be conducted by Dave Busch.

F. Jack asked Gary about the Coopersburg acquisition. Gary told him the cost of the study was included in the 2023 budget so he will speak with Tom Beil about getting a signed contract for Mr. Busch so this can proceed.

NEW BUSINESS:

Jack DeMatos asked Gary Brienza to get an update for the next meeting regarding acquisition of Coopersburg lines.

UPPER SAUCON TOWNSHIP MUNICIPAL AUTHORITY MINUTES

Meeting Held Monday, January 8, 2024,

4774 Saucon Creek Road

ANNOUNCEMENTS:

The next scheduled meeting of the Authority will be Monday, February 5, 2024 @ 6:00 PM at the Water and Sewer Building.

Jack DeMatos will not be at the next meeting.

ADJOURNMENT:

With there being no further business to discuss, the meeting of the Upper Saucon Municipal Authority was unanimously adjourned at approximately 6:35 pm.

Respectfully submitted,

Zachary Karasek
Secretary