

UPPER SAUCON SEWAGE TREATMENT AUTHORITY

Meeting Held November 18, 2008 at 7:00 P.M. 4774 Saucon Creek Road

Vice Chairwomen Mindy Moore called the regular meeting of the Upper Saucon Sewage Treatment Authority to order. Members Present were: Mindy Moore, Alfred J. Cancellieri and George J. Bloeser.

Also present: Gary A. Brienza, Esquire, USSTA Solicitor
Karl E. Schreiter Jr. P.E., USSTA Engineer
Daniel J. Stahlnecker, UST Superintendent Water/Sewer
Sandra S. Busedu, USSTA Authority Clerk

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: (ANY ITEM ON OR OFF THE AGENDA)

None

VISITORS PRESENTATION:

None

MINUTES:

Motion was made and seconded to approve the October 28, 2008 Upper Saucon Sewage Treatment Authority's meeting minutes, as presented.

Vote: Messrs. Bloeser, Cancellieri and Ms. Moore – “aye”

CORRESPONDENCE:

A. FOR YOUR INFORMATION DATE SENT: October 31, 2008

1. Letter dated October 30, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Michael Kelly, Structural Maintenance Systems, Inc. re: emergency Work Permit for the weekend of November 1 -2, 2008 for Contract #12 UST W.W.T.P. secondary clarifier concrete and metal repair.
2. Letter dated October 30, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Thomas F. Beil, Township Manager for Upper Saucon Township re: attached three approved and executed copies of payment request #2 from Structural Maintenance Systems.
3. Letter dated October 30, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Thomas F. Beil, Township Manager for Upper Saucon Township re: attached three approved and executed copies of payment request #1 from Barry J. Hoffman Company.

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4. Letter dated October 30, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Thomas F. Beil, Township Manager for Upper Saucon Township re: attached three approved and executed copies of payment request #5 from aqua Net Environmental Inc.
 5. Letter dated October 30, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Michael Kelly, Structural Maintenance Systems, Inc. re: attached approved and executed copy of change order No. 3 for contract #12 secondary clarifier concrete and metal repair.
 6. Letter dated October 30, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Michael Kelly, Structural Maintenance Systems, Inc. re: attached approved and executed copy of change order No. 4 for contract #12 secondary clarifier concrete and metal repair.
 7. Letter dated October 30, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Michael Kelly, Structural Maintenance Systems, Inc. re: attached approved and executed copy of change order No. 5 for contract #12 secondary clarifier concrete and metal repair.
- B. FOR YOUR INFORMATION DATE SENT: November 7, 2008
1. Letter dated October 31, 2008 from Attorney Gary Brienza, Solicitor for USTMA & USSTA to Thomas F. Beil, Township Manager for Upper Saucon Township re: document disposal.
 2. Letter dated November 4, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Jose E. Mortagua, Aquanet Environmental re: punch list items for contract nine return activated sludge system modifications.
 3. Letter dated November 5, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to George Bloeser, Chairman for Upper Saucon Sewage Treatment Authority re: his review and recommendation to pay \$35,835.84 on payment request three for contract twelve, secondary clarifiers' concrete and metal repair from Structural Maintenance Systems, Inc.
 4. Letter dated November 5, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to George Bloeser, Chairman for Upper Saucon Sewage Treatment Authority re: his recommendation to approve and execute change order four on contract twelve, secondary clarifiers' concrete and metal repair from Structural Maintenance Systems, Inc. in the amount of \$3,275.00.
 5. Letter dated November 6, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to George Bloeser, Chairman for Upper Saucon Sewage Treatment Authority re: comments on the review of certified payroll documents provided by Structural Maintenance Systems, Inc.
 6. Letter dated November 6, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Michael Kelly, Structural Maintenance Systems, re: forwarding approved emergency permit to engage in commercial construction activities outside the allowable timeframes specified in ordinances 81-A.

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7. Letter dated November 6, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Thomas F. Beil, Township Manager for Upper Saucon Township re: comments on the review of bid documents for the 2009 annual laboratory services for the wastewater treatment system and the water distribution system and recommendation that the township award bid to Suburban Water Testing Labs who is the lowest responsible bidder at \$24,985.00.
- C. AGENDA CORRESPONDENCES COMMENTS: November 18, 2008 - 7:00 P.M.
1. Letter dated November 10, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to George Bloeser, Chairman for Upper Saucon Sewage Treatment Authority re: recommendation to approve change order #5 for the secondary clarifier concrete and metal repair project; Contract #12.
 2. Letter dated November 11, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Michael Kelly, Structural Maintenance Systems, Inc. re: request to execute change order number six and return as soon as possible.
 3. Letter dated November 12, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Michael Kelly, Structural Maintenance Systems, Inc. re: request to execute change order number seven and return as soon as possible.
 4. Letter dated November 12, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Sara Kuzma, Suburban Water Testing Labs re: 2009 Annual Laboratory Services; notice of award and request for agreement execution.
 5. Letter dated November 13, 2008 from Karl E. Schreiter, Jr., PE, DEE of Schreiter Engineering Associates, Inc. to Michael Kelly, Structural Maintenance Systems, Inc. re: enclosed an approved emergency permit no. 2008-08 for November 15-16, 2008.

SOLICITOR'S REPORT:

The Authority's Solicitor submitted their report dated November 18, 2008. The report was signed and presented by Gary Brienza, of Peters, Moritz, Peischi, Zulick, Landes & Brienza,; there were no enclosures.

ENGINEER'S REPORT:

The Authority's Engineer submitted their report dated November 18, 2008. The report was signed and presented by Karl E. Schreiter Jr. P.E., Engineer, of Schreiter Engineering Associates; there were no enclosures.

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SUPERINTENDENT'S REPORT:

The Township's Superintendent of Water and Sewer submitted a verbal report and the report which was presented by Daniel J. Stahlnecker; he also enclosed a copy of the October 2008 DMR State Reports.

INVOICE (S):

At this meeting Alfred J. Cancellieri, Assistant Secretary, submitted three invoice(s) for the Authorities approval for payment.

Motion was made and seconded to approve all Invoice(s) as submitted by the Assistant Treasurer, to be paid by Upper Saucon Township as detailed below:

Peters, Moritz, Peischi, Zulick, Landes & Brienza,
Invoice number 22040 in the amount of \$665.00
For Coopersburg Arbitration Request period of 10/30/08-11/07/08.

Vote: Messrs. Bloeser, Cancellieri and Ms. Moore – “aye”

Peters, Moritz, Peischi, Zulick, Landes & Brienza,
Invoice number 22038 in the amount of \$280.00 + 30.43
For Conference Call and Coopersburg EHB Appeal period of 10/20/08-11/07/08.

Vote: Messrs. Bloeser, Cancellieri and Ms. Moore – “aye”

Peters, Moritz, Peischi, Zulick, Landes & Brienza,
Invoice number 22039 in the amount of \$3,750.00
For general consultation period of 10/20/0/-11/07/08.

Vote: Messrs. Bloeser, Cancellieri and Ms. Moore – “aye”

MOTION (S):

Motion was made and seconded to approve the 2009 Sewer Capital Budget in accordance with Authority Engineer's recommendation made by letter dated November 10, 2008.

Roll Call Vote: Messrs. Bloeser, Cancellieri and Ms. Moore – “aye”

Motion was made and seconded to approve application for payment No. 3 from Michael Kelly, Structural Maintenance Systems, Inc. in the amount of \$35,835.84 and authorize Chairman to execute said document in accordance with the Authority Engineer's recommendation made by letter dated November 5, 2008.

Roll Call Vote: Messrs. Bloeser, Cancellieri and Ms. Moore – “aye”

Motion was made and seconded to approve contract modifications number four; from Michael Kelly, Structural Maintenance Systems, Inc. in the amount of \$3,275.00 and authorize Chairman to execute said documents in accordance with Authority Engineer's recommendation made by letter dated November 5, 2008.

Roll Call Vote: Messrs. Bloeser, Cancellieri and Ms. Moore – “aye”

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Motion was made and seconded to approve contract modifications number five; from Michael Kelly, Structural Maintenance Systems, Inc. in the amount of \$3,750.00 and authorize Chairman to execute said documents in accordance with Authority Engineer's recommendation made by letter dated November 10, 2008.

Roll Call Vote: Messrs. Bloeser, Cancellieri and Ms. Moore – "aye"

Motion was made and seconded to approve contract modifications number six; from Michael Kelly, Structural Maintenance Systems, Inc. in the amount of \$3,985.00 and authorize Chairman to execute said documents in accordance with Authority Engineer's recommendation made by letter dated November 14, 2008.

Roll Call Vote: Messrs. Bloeser, Cancellieri and Ms. Moore – "aye"

Motion was made and seconded to approve contract modifications number seven; from Michael Kelly, Structural Maintenance Systems, Inc. in the amount of \$34,985.00 and authorize Chairman to execute said documents in accordance with Authority Engineer's recommendation made by letter dated November 14 2008.

Roll Call Vote: Messrs. Bloeser, Cancellieri and Ms. Moore – "aye"

ADJOURNMENT:

With there being no further business to discuss, the meeting of the Upper Saucon Sewage Treatment Authority was unanimously adjourned.

Vote: Messrs. Bloeser, Cancellieri and Ms. Moore – "aye"

Next regular meeting of the Upper Saucon Sewage Treatment Authority is scheduled for Tuesday, December 16, 2008 at 7:00 PM at the Water/Sewer Building.

Respectfully submitted,

Alfred J. Cancellieri, Assistant Secretary

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