



## MEMORANDUM

TO: Board of Commissioners

FROM: Melissa Shafer

DATE: November 21, 2016

RE: Manager's Report

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### Agenda Items:

- **Advertisement of Sewer Rate Increase Ordinance :**  
The City of Bethlehem has increased our bulk sewer rate from \$2.172 to \$2.313 per 1,000 gallons. The proposal here is to maintain the current minimum consumption rate (6,000 gallons) at \$52.50 but to increase the excess consumption rate (over 6,000 gallons) from \$.0069 to \$.00707 per gallon (reflects 2.25% increase).
- **Housenick Park Mansion – Exterior Renovation Proposals:**  
There are two proposals for the Board's consideration, from Spillman Farmer and Boyle for the completion of the design, bidding, and construction administration for the Mansion Exterior Renovation. I would recommend that any approval should be "pending the approval of the Housenick Trust."
- **Stormwater Engineering PO:**  
This purchase order (PO) is for expenses relating to T&M Associates Stormwater Engineering work for the 2016. All expenses for 2017 will be handled under the Blanket Purchase Order within the stormwater budget lines approved by the BOC. Please see the spreadsheet included with the PO. Staff will be available to review and answer any questions on this at the Commissioners meeting.

### Non-Agenda/Ongoing Items:

- **Community Center.**  
*At the last meeting, the Commissioners voted to hire Allied Building Corporation as the Construction Manager for the BTCC Renovation Project. Allied has visited the site and have begun working with Entech on the project. One of the biggest questions we have to answer right*

*now is what the best timeframe will be for construction, both from an economic and public safety aspect. We anticipate having a recommendation from Entech and Allied soon.*

The Commissioners voted to move forward with engineering and design of the first phase of the Community Center renovation project, which includes all those items that were identified by the architect as “High Priority – Deficiency” as well as the two “High Priority” items that weren’t marked as deficient: installation of a dehumidification system and a new UV system. The staff is also working with Entech and HT Lyons to address some minor facility issues that need to be addressed next year to make sure that there will not be any duplication or unnecessary overlap of work scope.

- **Township Website and Social Media**

*The Dashboard is up on the front page of the Township website. Now you can go to one spot to get up-to-date information about Township departments and finances.*

*We launched the Bethlehem Township YouTube page with our first video on the Township’s Leaf Collection Program. The goal is to complete a video for each of the Township departments by the end of next year, showcasing a different service that we provide.*

*We have also expanded our social media outreach from just Facebook to other platforms including Snapchat, Instagram, and Twitter. Our goal is to improve communication and citizen engagement and we are working on ideas for some interactive programs with the BTCC staff and Police Department.*

*Thanks to the hard work of our Finance Department, you can now pay your sewer bill online through a program called Invoice Cloud. A flyer is being sent with the next round of sewer bills with more information for the residents.*

- **Nixel**

We have recently upgraded the Nixel platform for emergency alerts to allow us to take advantage of unlimited text and email alerts, social media posting, Google public alerts, anonymous tipping, severe weather alerts, and emergency voice calls. The Board may wish to consider adopting policies and procedures for the emergency voice calling component.

- **PennEast Pipeline**

*The BOC granted PennEast Pipeline access to our Hope Road property for surveying. This was completed last week under the supervision of the Assistant Public Works Director.*

*A map of the pipeline was sent to Bethlehem Township as part of PennEast’s Joint Permit application. This map still shows the pipeline going around the PennDOT Maintenance Yard to*

*the east instead of hugging Route 33. Staff has reached out to PennEast to find out why this siting hasn't been modified as requested.*

PennEast sent Bethlehem Township easement agreements for two minor crossings of the Bike Path south of Freemansburg Avenue. The Township Solicitor is currently reviewing those documents.

- **Easton Avenue Culvert Collapse**

A meeting was held with the property owner of the culvert collapse. The owners have retained an engineer to assist them in this process. *They are now working with a contractor on preparing a plan for the repairs. Staff will contact PennDOT to confirm they will still handle the MPT.*

- **Freemansburg Avenue**

Final inspections are being held on Phase A and punchlist items are being addressed by the contractor.

Construction on Phase B (the Bridge Project) is also underway. The Township is the Local Project Sponsor on this Phase because of the Federal and State earmarks. We continue to work closely with St. Luke's on the Project Management of this corridor to make sure that there are as few disruptions to commuters and neighbors as possible. The new date for the bridge completion is *December of 2017*.

- **Housenick**

- **Central Moravian Drive**

Bethlehem Township now owns the Central Moravian Church/Housenick Park Driveway. Paving is complete and the entrance sign has been installed. An article was included in this newsletter, so we hope that more residents take time to visit our park this fall.

- **Exterior Renovation**

Proposals from Spillman Farmer and Boyle Construction are on the Agenda this evening for the Board's consideration.

- **Park and Trail Project Phase 1**

Nearing completion.

- **Park and Trail Project Phase 2**

The Board of Commissioners authorized T & M to re-apply for a DCNR Grant for Phase 2 of the Park and Trail Project in the amount of \$427,222 since we weren't funded under the 2015 round due to the state budget. This grant will cover 50% of the project cost.

We have received confirmation that we were awarded County Open Space funds for the other 50% of the project.

- **Bathrooms at the North Forty**

*Our \$250,000 grant application through the Act 13 Greenways Trails and Recreation Program was denied for the second time.*

The size (and subsequently the cost) of the bathrooms is being driven by the state building code. The staff has been exploring ways to save costs, and there may be a case to make at the Building Code Appeals Board to reduce the number of required fixtures while still maintaining the level of required handicap accessibility.

- **Chetwin Terrace**

The repaving the portion of the bike path from Sheridan Drive to the bridge over Freemansburg Avenue is complete. This area will be inspected and addressed by the Stormwater Improvement Plan, set to commence later this year.

Public Works has also increased the size of the swale on the Chetwin Playground side of the Bike Path to allow for more water to flow behind the path.

- **Parks Master Site Plan**

*The Parks Master Site Plan Grant application was denied for the second time under the Act 13 Program. As this is still a priority for the Township, staff will lead the Recreation Commission through this process, utilizing the DCNR guidelines to ensure compliance in order to secure future construction grants. Monies have been budgeted for 2017 for the mapping portion.*

- **Stormwater**

The Commissioners appointed T&M Associates as the Township Stormwater Engineer. A kick off meeting has been held and contract language is being negotiated. First step in the process will be the modeling and mapping of the system which will allow T&M to manipulate the maps in order to create some alternative analysis for the infrastructure improvement plan. A request for an extension on the County CIPP grant has been requested, since the plan will not be completed by the December 2016 deadline. *A modification to the contract is on the agenda this evening to include a flyover of the Township.*

- **Finance**

- **2017 Budget**

The 2017 Budget is being presented for the Board's consideration this evening.

- **Long Range Budget**

This was completed for the 2017 Budget Hearings.

- **Grants**

We have several grant applications awaiting review and potential award at the state level. Here are the grants that we are currently waiting on:

- DCNR Grant for Phase 2 of the Housenick Park and Trail Project (County match acquired)
- *PennDOT Multi-modal Grant for Brodhead Road (reapplication) - DENIED*
- DCED Multi-modal Grant for Brodhead Road (reapplication)