



MEMORANDUM

TO: Board of Commissioners

FROM: Melissa Shafer

DATE: August 21, 2017

RE: Manager's Report

Agenda Items:

- **Housenick Park – Johnston Mansion Exterior Stabilization Project Bid**
The Township received one bid on this project from Bracy Contracting for \$1,318,030.00. This was much higher than our original estimate, due to project scope changes. The Housenick Foundation has agreed to fund the project over the next 10 years through a reimbursement agreement (included in the packet). Spillman Farmer, Architect for the project, and Boyle Construction, Owner's Agent/CM for the project, have both issued memos reviewing the one bid.
- **UGI Invoice**
In order to re-waterproof the outside of the natatorium, gas service to the building would have had to be shut off for three weeks. The construction team and staff met with UGI on-site and developed a plan to relocate the gas main in conjunction with the construction schedule. The cost of this (with what I hope is our good neighbor/municipal discount) is a flat rate of \$10,000.
- **Stormwater**
An update from T&M Associates is in your packet, and Greg Duncan will be at the meeting to present and take questions.

Non-Agenda/Ongoing Items:

- **2016 Audit**
The 2016 Audit has been completed with no findings. *The Audit is available for viewing on the Township website.*

- **Johns Manville BTCC Roof Guarantee Claim**

The Solicitor's office submitted a claim on the BTCC roof guarantee. Johns Manville claims that their roofing product did not fail; rather it was several other failures that caused issues with the roof. The response from Johns Manville was as follows:

"JM does not see where it has any responsibilities as it relates to the alleged issues at the building. Our conclusions are based upon our own observations and the expert report regarding building issues. These issues include, but are not limited to, no vapor barrier over high humidity spaces, inadequate HVAC, issues with improper owner maintenance, water entry via building envelope - wall systems, panel systems, sealant joints, masonry, etc."

After discussing this response with the Solicitor's office, it would be our recommendation not to pursue litigation over this matter. If the Board would like more information or would like to consider action, please advise.

- **PennDOT local road projects**

There are several PennDOT and County local road and bridge projects slated for the Township this year of which the Board should be aware:

- Willow Park Road Bridge Replacement – Willow Park Road will have to be shut down during this project and a detour has been approved for August 14 until October 13, 2017.
- Middletown Road Bridge Replacement – waiting for construction details, may be this year or next depending on other projects. Road will be closed for approximately 3 weeks.
- Easton Avenue Repaving (Butztown Road to Farmersville Road south) - ADA curb ramp work to begin immediately, paving to be night work only with a completion date of August 2018, traffic disruption should be at a minimum.
- *Easton Avenue Repaving (Hope Road east into Palmer Township) - ADA curb ramp work to begin immediately, paving to be night work only with a completion date of August 2018, traffic disruption should be at a minimum.*

- **Brodhead Road**

Construction period is underway and one-way detour will be implemented for the next 120 days.

The DCED has awarded the Township \$400,000 for the Brodhead Road Project under the Multi-Modal Transportation Program. We have reapplied for the PennDOT Multimodal Grant for \$800,000 but have not heard anything on this application.

- **Community Center**

The renovation project is underway. Construction meetings are being held bi-weekly. October 31, 2017 is the target date for substantial completion.

This renovation project includes all 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 for the indoor pool.

- **Township Communications**

Now that the wards and voting districts have been finalized, we are finally ready to print the updated Community Map. A map will be mailed to every property in the Township and also will be available at the Township Building. I want to thank all of the business owners who sponsored the map for their patience with the printing delay.

The front page of the website has been redesigned to integrate our Facebook feed as the newsfeed in order to deliver more timely information to the community. Also featured on the front page is our YouTube page featuring our videos on leaf collection and police license plate reader technology.

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, 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 has been sent out notifying 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**

In light of the latest map sent to the Township which shows the pipeline going around the PennDOT Maintenance Yard to the east instead of hugging Route 33, we have reached out to our legislators and PennDOT for support with getting PennEast to move the siting to the Route 33 corridor.

PennEast has now sent Bethlehem Township easement agreements for all of the properties (Hope Road and all the bike path crossings). The Township Solicitor is currently reviewing these documents.

- **Easton Avenue Culvert Collapse**

I spoke with both property owners on Easton Avenue (on the corner and the Schwab Estate) who own the damaged culvert. I gave them a few weeks to come up with a plan and report back to me. I also said that I expected the repairs to be completed before the end of the 2017 construction season or we would be forced to issue IPMC violations.

- **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 official date for the bridge completion is **December of 2017**.

- **Housenick**

- **Exterior Renovation**

Bids were opened last week. There was one bidder, Bracy Construction, totaling almost \$1.3 million.

- **Park and Trail Project Phase 1**

This project is now complete.

- **Park and Trail Project Phase 2**

The Township has been awarded a DCNR Grant for Phase 2 of the Park and Trail Project in the amount of \$400,000 (we had applied for \$427,222) This grant will cover 50% of the project cost. The Northampton County Open Space Program will cover the other

50% of the project. The Commissioners approved a change in scope from Phase 2 to Phase 3.

- **Bathrooms at the North Forty**

The BOC authorized staff to convene the Building Code Appeals Board to appeal the number of fixtures required by the building code for the bathroom facility. If approved, we could seek grant funding for the facility.

- **Chetwin Terrace**

Paving and drainage work has been completed at this site. It will be one of the priority areas on the Stormwater Improvement Plan.

- **Parks Master Site Plan**

We received three proposals for the Parks Master Site Plan. The Recreation Commission is currently reviewing the proposals.

We were awarded \$75,000 from the Keystone Communities Grant for the Parks Master Site Plan. *Any additional funds required may be requested to be allocated from the Recreation Fund.*

- **Stormwater**

An update from T&M Associates is in your packet, and Greg Duncan will be at the meeting to present and take questions.

We have sent letters to eight municipalities located within the Monocacy Watershed to see if they would be interested in developing a regional Pollution Reduction Plan with us. A Pollution Reduction Plan is required in order for municipalities to maintain the NPDES permit for our municipal separate storm sewer systems (MS4). We have heard back from a few so far and will continue to reach out. We believe that regional stormwater planning is in everyone's best interest.

The LiDAR and orthophotography flyover of the Township, Freemansburg Borough, and the East Blvd basin in the City of Bethlehem is complete. T&M is currently waiting for the data from the flyover in order to start the mapping and modeling phase of work.

A request for an extension on the County CIPP grant was approved since the plan will not be completed by the December 2016 deadline.

- **Finance**

- **2017 Budget**

The 2017 Budget was approved in December 2016. Mid-year meetings were held with all department heads/finance/admin.

- **Long Range Budget**

This was completed for the 2017 Budget Hearings.

- **Grants**

Here are the grants we are currently administering:

- Monocacy Spillway Grant - \$300,000 COMPLETE
- Keystone Communities Grant for Parks Master Site Plan- \$75,000 just awarded
- County CIPP - \$25,000 joint stormwater plan with Freemansburg Borough
- DCNR C2P2 Grant for Housenick Park - \$200,000
- County Open Space Grant for Housenick Park - \$211,000
- County Open Space Grant for Comer Park - \$86,779.50

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

- PennDOT Multi-modal Grant for Brodhead Road (third reapplication submitted Dec 16) - \$800,000
- Greenways Trails and Recreation Program - \$86,779.50 grant for the Comer Park renovation project to match the 50% funding approved from County Open Space
- Watershed Grant for Basin Retrofit Project - \$300,000

One final grant note, the County Open Space Grant ends this year, and the application deadline is September 31. The Board will need to pass a Resolution to determine