



MEMORANDUM

TO: Board of Commissioners

FROM: Melissa Shafer

DATE: January 15, 2018

RE: Manager's Report

Agenda Items:

- **Intermunicipal Agreement – Sewer Facilities**

Because of topographical conditions, properties on Rau Lane in Palmer Township would be best served by the BTMA sanitary sewer system. Bethlehem Township will charge these residential customers the same as the residential Township customers. Steve Hunsberger will be at the Board meeting to field any questions about this agreement.

- **Treasurer Resolution and Tax Collector Ordinance**

Up until recently, the Township Tax Collector has also served as Treasurer. Tom Rutherford has resigned from his appointed Treasurer position but will still remain as the elected Tax Collector. Tom had been receiving a stipend of \$4,000 per year for these duties. The staff is recommended that since the Tax Collector duties are delegated to Township staff, that the stipend for that should be set at the lowest rate allowed by statute, which is \$1. The Board of Commissioners may wish to consider formalizing this rate by Ordinance, a draft has been prepared by the Solicitors office. The Treasurer position, however, does require weekly and monthly responsibilities in the office, working with the Finance Department, and review of the Bill Agenda and Treasurer's Report. Staff recommends that this position receive the same \$4,000 stipend that has been in place. A draft resolution has been prepared by the Solicitor's office.

- **Volunteer Appointments**

Resumes from the candidates up for reappointment for the Civil Service Commission, BTMA, and Vacancy Board have all been received and are included in the Board's packet.

- **BTCC Change Orders**

There are several outstanding change orders for the Community Center renovation project as a result of some out of scope work that was required/requested by the Township. A comprehensive overview by the Architect has been included in the packet. Doug Bruce will be available to answer any questions at the Board meeting.

Updates:

- **Township Survey**

Survey postcards have been mailed out to 1,500 residents across the Township with the first wave of the survey to follow soon. The link to the online version of the survey will be posted on the Township Website and social media on February 1st for all residents. The Board of Commissioners is especially interested in whether or not Township residents wish to continue our membership to the Bethlehem Area Public Library (Question 16).

Bethlehem Township has opted to work with the National Research Center, and have used their flagship survey, The National Citizen Survey, with a few additional custom questions. The mail surveys were sent out using address based sampling to ensure the most inclusive kind of list. This will guarantee that the list is a true representation of the Township's population.

The NCS uses scientific survey methods and best practices of the modern day to guarantee valid findings and puts results into meaningful context. Drawing from the largest resident opinion database of its kind, representing well over 30 million Americans, The NCS compares local results with benchmarks compiled from surveys conducted across the U.S. This benchmarking, community survey provides a comprehensive and accurate picture of community quality and resident perspectives about local government services, policies and management.

- **Township Communications**

Understanding that communication and transparency are top concerns of the new Board, the staff is looking for new ways to improve communication with residents. Stay tuned!

- **Grants**

Here are the grants we are currently administering:

- 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 (2016)
- County Open Space Grant for Comer Park - \$86,779.50 (2017)
- County Open Space Grant for Housenick - \$73,000 (2017)
- Keystone Communities Grant for Comer Park - \$45,000

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

- Green Light Go for BTVFC Flashing Warning Signal