



MEMORANDUM

TO: Board of Commissioners

FROM: Melissa Shafer

DATE: July 17, 2017

RE: Manager's Report

Agenda Items:

- **2016 Audit**
The 2016 Audit has been completed with no findings.
- **Recognition of Frank Danyi**
Frank Danyi is retiring after years of service as both former Bethlehem Township Solicitor and most recently Bethlehem Township Municipal Authority solicitor.
- **St. Luke's Engineering Agreement**
Due to a potential conflict of interest, Bethlehem Township has assigned appointed conflict engineer, Arro, to the St. Luke's land development project. This agreement would ratify that administrative decision.
- **ATV Ordinance**
The Board of Commissioners asked the Township Manager and Solicitor to re-word the draft ordinance to include the Motor Vehicle Code and to exempt emergency services vehicles.
- **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).

Non-Agenda/Ongoing Items:

- **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.

- **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 and will hopefully have that money awarded in the spring. Currently the project includes signalized pedestrian crosswalks and bus pull-off areas for LANTA to utilize, however if we do not receive the additional PennDOT grant funding, the bus pull-off areas will need to be eliminated. The DCED has confirmed that they will still fund the project without these pull-offs.

Letters have been sent to property owners at Brodhead Road who need to bring their curb ramps into compliance with ADA regulations as part of this paving project.

Letters about the construction project and details of the detour plans will be sent to the property owners in LVIP IV and V so that they can make the necessary plans to adapt their truck routes during this period.

- **Community Center**

Earlier this year the Commissioners awarded the Prime Contracts for the BTCC renovation project. Allied has been hired as the Construction Manager and Bracy as the GC. Several pre-construction meetings have been held. The team is currently working on some issues with the indoor bleachers and the relocation of the gas main.

The following is the proposed tentative schedule for the Community Center Renovation Project:

- July 24 – Mobilization
- October 31 – 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.

The staff is also working with Entech and HT Lyons to address some minor facility issues that need to be addressed this year to make sure that there will not be any duplication or unnecessary overlap of work scope. Work is currently underway to replace bathroom counter tops, shower stalls, and flooring in various parts of the Center.

The floor in the spin room was recently replaced and is now more suitable for a workout space. Also, make sure you check out the BTCC Kids Club with its new flooring and mural on the wall, hand painted by our very own PPIS Director, Steve Hunsberger.

- **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, and are working on a new video right now about the Police Department’s License Plate Reader System.

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 responded and we are currently reviewing that response at this time.

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.

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 letter was sent to the property owner inquiring as to the status of the repairs.

- **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**

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**

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 have been awarded \$75,000 from the Keystone Communities Grant for the Parks Master Site Plan. *The Recreation Commission has developed an RFQ and will be sending that out this week to a small number of firms. They will conduct interviews and make a recommendation to the BOC for a firm to hire.*

- **Stormwater**

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 reports are being generated.

- **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 just closed out, waiting for reimbursement
- 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