



MEMORANDUM

TO: Board of Commissioners
FROM: Melissa Shafer
DATE: May 15, 2017
RE: Manager's Report

Agenda Items:

- **Greenways, Trails, and Recreation Program Grant**
We previously applied for an \$86,779.50 grant for the Comer Park playground reconstruction project through the County Open Space Program. We recently became aware that this GTR Program might be a funding vehicle for the required 50% County Open Space match and would like to apply. We had originally budgeted the money for the match out of the Recreation Fund, so if funded, we could save that money for another project.
- **Advertisement for a Line of Credit Ordinance**
Finance Director Andy Freda has negotiated a great rate through Lafayette Ambassador Bank for a \$5 million line of credit for capital projects the Township has planned for over the next several years, including the Community Center renovations, the Brodhead Road reconstruction, and public safety and fire equipment purchases. This also includes money the Township will need to pay (after the execution of a reimbursement agreement), for the Archibald Johnston Mansion renovation project.

Non-Agenda/Ongoing Items:

- **Brodhead Road**
The pre-bid meeting for Brodhead Road was held on May 11, 2017. Bids are due May 25.

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. Contract documents have been executed under the review of the Township solicitor.

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 Website and Social Media**

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 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**

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 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 official date for the bridge completion is June of 2018, however we anticipate that construction should wrap up this fall.

- **Housenick**

- **Exterior Renovation**

- This project is currently out for bid and a pre-bid meeting was held on May 11, 2017. Bids are due on May 23 and the Commissioners may consider awarding the contract for this project as early as their June 5th board meeting. The Commissioners may consider requesting funding for this construction phase of the project from the Housenick Foundation.*

- **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 and 4. Those scope change requests are now being made with the granting agencies.

- **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. Next step on this project will be to put out an RFP for a consultant to lead the Recreation Commission through this planning process. A big thank you to Rich Kanaskie for putting together a great application and to Senator Lisa Boscola's office for advocating for this project!*

- **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.

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 submitted and approved since the plan will not be completed by the December 2016 deadline.

- **Finance**

- **2017 Budget**

- The 2017 Budget was approved in December 2016. First quarter review meetings will be scheduled with Department Heads this spring.

- **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:

- *Keystone Communities Grant for Parks Master Site Plan- \$75,000*

- PennDOT Multi-modal Grant for Brodhead Road (third reapplication submitted Dec 16) - \$800,000