



## MEMORANDUM

TO: Board of Commissioners

FROM: Melissa Shafer

DATE: October 16, 2017

RE: Manager's Report

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### Agenda Items:

- **Solid Waste Ordinance Amendments**

At the last Board of Commissioners Meeting, the Board directed the Solicitor and I to prepare an amendment to the Solid Waste Ordinance for advertisement, changing the collection time from 5:30 am to 6:00 am. In the process of doing so, it was brought to our attention that there was a provision in the same ordinance that calls for the licensing of trash haulers in the Township. Upon review, it was determined that this provision cannot be enforced because the licensing of trash haulers is now handled at the state level. Staff recommends removing this licensing provision from the ordinance to avoid any confusion, and the solicitor's office has drafted the amendment to reflect that recommendation.

- **Planning Commissioner Vacancy**

There is a vacancy on the Planning Commission, with a term to expire 12/31/17. There are three interested applicants and the Commissioners have their respective resumes and interest letters. This item was tabled at the last meeting.

- **Bethlehem Township Community Center (BTCC) Renovation Project Change Orders**

We are preparing a packet of change orders for the Board's consideration that we have handled in the field during the course of this project. All of these change orders have been discussed at our bi-weekly project meetings with Township representatives, the Construction Manager, General Contractor, and Subcontractors. They are as follows:

1. Bleacher replacement, (\$7,200 credit)  
Omit the repair and re-installation of the existing retractable bleachers. Remove existing bleachers in their entirety and replace with five (5) 15'-0" "tip and roll" anodized aluminum bleachers. Provide extended 5 year warranty for new bleachers. Patch and repair existing masonry wall as required by removal of existing bleachers.

2. Roof edge detail modifications, \$8,381.71  
Modifications per Entech revised sketch dated 8/18/17 and 8/21/17.
3. Parapet wall detail modifications, \$16,599.08  
Modifications per Entech revised sketch dated 8/25/17.
4. Spray foam insulation not needed, (10,098 credit)  
Remove a substantial portion of the spray foam as originally designed at the roof edge detail. Spray foam will still be required at the parapet per revised detail by Entech.
5. Flowable fill addition, unsuitable soil removal, south foundation, \$24,647.70  
Flowable fill located on the South foundation wall elevation where concrete footing steps down creating a void for installation of corrugated foundation drain tile. Install flowable fill in this area to accommodate a level surface for drain tile installation. (Approximately 8 yards @ \$225 / yard). Unsuitable soil located on the South elevation during excavation for foundation wall waterproofing installation (\$18 / yard for unsuitable soil removal; \$24 / yard to provide and place 2RC + Bracy markup).
6. Replacement product for upper east wall of natatorium, \$10,010  
Omit the moisture and mold resistant GWB finish indicated on 2/A-401 and 3/A-502 for the upper east wall of the Natatorium and replace with Dryvit DS561 100% Acrylic Architectural Finish for Indoor Pool areas with PMR (Proven Mildew Resistant) finish. Install Dryvit DS561 over 1/2" National Gypsum PermaBase Brand cement board. Dryvit color to be selected by owner from Dryvit's full range of available options. Texture of Dryvit DS561 is to be Sandblast (as approved by owner w / submitted sample).
7. Additional parapet wall detail changes, \$1,396.86  
Provide foam insulation as detailed by Entech and Carlisle Roofing.
8. Concrete pad not needed (done by UGI), (credit, amount TBD)

Total amount of change orders, not including the UGI pad which is TBD, \$46,655.35.

- **BTCC Change Order Request – Indoor Pool Replastering**

There is one additional change order that the team has recommended which is the indoor pool replastering, at \$45,287. This recommendation is due to the fact that the plaster on the pool is nearing the end of its useful life. Since the pool is currently empty, we believe that this would be the best time to replaster the pool.

An update on the timeline, with the delay with the dehumidification unit and the time for the pool replastering, we are now looking at a project completion of late November. The new timeline is attached to this Manager's Report.

- **Bethlehem Township Community Center Contract Modifications**

- **Construction Management Request**

Allied Building Group is asking for a contract modification request in the amount of \$20,350 based on the new revised project completion date of 11/22/17 rather than 10/31/17.

- **Architect Request**

Entech Engineering has submitted a contract modification request in the amount of \$8,765 due to additional services rendered outside of the scope of the contract.

**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 – *This project has been delayed until spring of 2018.*

- 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**

*Project remains on schedule. H&K will start paving the south side of Brodhead Road this Thursday night and plans to continue each night through most of next week (they currently plan to pave this Friday, Saturday, and Sunday night too). Wearing course completion date and removal of detour will be weather dependent. Paving will occur at night and curb, sidewalk, and turf restoration will be during the day. Brodhead Road will be open by October 31st at the latest.*

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. There is a packet of change orders for the Board to consider at this meeting. There is also a new construction completion date of 11/22/17.*

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. *They are working together and plan to make repairs in the beginning of November. We have reached out the PennDOT to coordinate the Maintenance and Protection of Traffic (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 **December of 2017**.

- **Housenick**

- **Exterior Renovation**

There was one bidder, Bracy Construction, totaling almost \$1.3 million. The BOC rejected this bid and have directed Spillman Farmer and Boyle to rewrite the bid specs. They are working on that now.

- **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 Township also applied for the \$73,000 remainder of the County Open Space Funds, which will go toward this project and be matched by the Recreation Funds.*

- **Bathrooms at the North Forty**

The Building Code Appeals Board granted relief to the Township so that we can construct a facility with four family restrooms. We will be costing out options.

- **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**

The Recreation Commission will be interviewing the top two firms at their October meeting and making a recommendation to the BOC.

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**

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**

- **2018 Budget**

- Preparations are underway.*

- **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