

**BETHLEHEM TOWNSHIP PHYSICAL PLANT AND IT REPORT  
BETHLEHEM TOWNSHIP MUNICIPAL AUTHORITY  
June 2021**

**Church Road/Green Pond Road Sewers**

TOA has completed the sanitary sewer installations within the development and should be completing testing of the remaining sewers and manholes within the next week or two. There are still some exterior issues around Pump Station 12 that need to be addressed. PACT is using the area around the pump station as a staging area while working on Green Pond Road. Final paving of the driveway can be completed when PACT moves out.

The General Contractor for Pump Station 11 has completed testing of the force main and is currently trenching for the gas service, which is to be installed by the gas company on June 7. The water service is into the building and the contractor is awaiting receipt of a backflow preventer to complete the installation inside the building. They also completed installation of the storm sewer inlets and piping around the station. They still need to do a leakage test on the wet well prior to start-up. PPL has energized the electric service to the building. The Electrical Contractor set the emergency generator and will connect the gas service to the generator next week. All interior electrical work has been completed with the exception of the security cameras. At this time a tentative start-up date is the week of June 14. Both the General and the Electrical Contractors have submitted Applications for Payment.

PACT has completed all sanitary sewer main line and lateral installations on Green Pond Road and is currently working on that portion of Country Club Road that flows toward Green Pond Road and will then move over to Church Road heading north toward Country Club Road. They are also in the process of setting manhole covers to finished grade on Green Pond Road and will then begin testing of the lines. Everything to date has been running rather smoothly. We had to make some modifications to the drawings for Church Road heading north from Pump Station 11 due to deeper than normal depth of the 20" Columbia cross country gas main.

**Pond View Court Sewer Extension**

All restoration, including paving and seeding has been completed, a final inspection was held, and all construction related punchlist items have been completed. The Contractor has submitted his final Application for Payment and his marked-up as-built drawings. We are currently working on the Record Plans using the as-built mark-ups. We are still awaiting Releases of Liens and the Consent of Surety to Final Payment. We are

recommending approval of final payment subject to receipt of the remaining closeout documents.

### **Oakland Road Sewer Extension**

The construction Agreements have been signed and the Conformed Contract Documents have been issued to the Authority and the Contractor. A pre-construction meeting was held on May 25, and the Contractor submitted a preliminary schedule indicating that the start of construction would be around June 23, with completion prior to Labor Day. The start of work is delayed due to pipe material deliveries being delayed. We have received and approved some of the Contractor's material submittals.

### **Public Works Complex – Electrical upgrade Project**

Electrical permit has been issued, and the westside truck electrical heater stations have been installed. Work on the electrical reconstruction resumed Tuesday 6/15/2021, and is being observed by Jim Epler. UGI will be relocating the gas meter to accommodate the generator placement, and the contractor has received approval to convert to OL electric to reduce costs of installing a new underground service.

### **BTCC**

Steam Boiler installation - Under construction, scheduled for completion week of June 21<sup>st</sup>.

Only locations with active projects are reported, routine PM maintenance is not reported in the monthly report. For information on PM programs, IT, minor repairs, and services please email me at [shunsberger@bethlehemtwp.com](mailto:shunsberger@bethlehemtwp.com)

### **CCTV and Jetting**

Active - Jetting and CCTV normal operations.

### **Housenick mansion**

No major work scheduled, routine inspections.

Surveillance System evaluation being conducted for all PS locations based on Annual inspection - ongoing.

Pump Station #3 being evaluated for site improvements; fence replacement, landscaping, and clean-up.

- **PPIS Sanitary Sewer Maintenance Team** – Switched CCTV system from Flexi data CCTV software to WinCam, in order to update the public sewer field operations. WinCam works with the laser profiler.

Project Description	Status
<b><u>Single Label Domain</u></b> – Rebuild entire domain from single BTBOCD to New Domain AD.Bethlehemtp.org	Completed
<b><u>Firewall Upgrade</u></b> from Cisco 5512x to Dual Fortinet FWF-61E  Installed, tested, added 3 year maintenance	Completed
<b><u>Office Suite</u></b> - 2010 migration to Office 2019	Completed
<b><u>Exchange Server</u></b> - 2010 Migration to MS Exchange Cloud	Completed
<b><u>Microsoft Navision</u></b> on-Premise to Microsoft Cloud Dynamics Hosted	Completed
<p><b><u>Rec-Trac Database</u></b> Migration version 10.3 to 3.1 on premise</p> <p>Web-Trac version 10.3 to 3.1 cloud</p> <p>BTCC Director submitted for Grant approval to move on premise software to hosted cloud solution (In-progress) to date no approval has been received. Grant has been received however; we are not able to get competitive quotes from other vendors as this is proprietary software, so we are trying to figure out options to comply with the requirements of the grant.</p> <p>Cloud Migration is Scheduled for Oct 27<sup>th</sup>, 2020 (Grant Approved) Migration is completed</p> <p>Working through GL interfacing issues &amp; Data sharing for Serenic Posting</p>	<p>Project Completed</p> <p>Completed</p>
<b><u>ANTIVIRUS</u></b> -Symantec Antivirus Migration to AVAST Cloud Portal	Completed

<p><b><u>Barracuda</u></b> on Premise Email Security Migration to Cloud Portal</p> <p>Firewall Ports configured, tested, mail redirected from on Premise Server to flow into cloud security &amp; MS 365</p>	Completed
<p><b><u>Network on premise Servers</u></b> - Citrix 2 – Mail01- NAV-SQL Servers are being reconfigured as Back-up servers in the event of on premise failures. Units will be reconfigured / renamed in the new AD.BETHLEHEMTWP.ORG Domain</p> <p><b><u>BTVDC1</u></b> has been moved to the new BTVH1 Server</p> <p><b><u>BTVDC2</u></b> has been moved to Sentinel 5</p> <p>DNS &amp; DHCP are now being handled by BTVH1 PDC</p> <p>Last Step is Updating Password Policy Requirements</p>	Completed
<p><b><u>Virtual Server</u></b> - Mail02 in the new domain has been retired due to redirect of on premise mail to cloud host MS365</p> <p><b><u>Mail02</u></b> –has been removed from Sentinel5 Decommissioned</p>	Completed
<p><b><u>Workstation Upgrades</u></b> - Windows 7 Pro to Windows 10 Pro</p> <p>54 Units configured / added to domain</p>	Completed
<p>CCTV Truck Update – Configuring new Windows 10 Machine,</p> <p>Data Hard Drives have been ordered. Machine is complete, waiting on new software for Laser Profiler &amp; WinCam</p>	

<p>Laser Profiler Training by staff has been completed, work on GIS Integration is being currently being done</p>	<p>Near Completion</p>
<p><b><u>New Primary Domain Controller</u></b> – New Server &amp; all parts have Arrived, Unit is built &amp; ready for Configuration. This unit will become the new PDC for the Domain - Sentinel 2 will be replaced as the PDC and DNS Server. Project is underway, OS loaded, Domain Configuration, DNS, DHCP scope set up, staging of files shares</p> <p>All File Shares have been moved, shortcuts to users configured</p> <p>DHCP &amp; DNS, plus Active Directory Roles – Admin</p>	<p>Completed</p>
<p><b><u>Finance Department Banking</u></b>– Is utilizing a Remote Deposit Capture Device (Check Scanning) Scanning of Checks will replace having to Courier Checks to the Bank, this will free up police time. Testing in Finance and Andy will consider this service for BTCC in future as well, to date testing is going well and check deposits are now being scanned directly to the bank on a daily basis</p>	<p>Completed</p>
<p><b><u>Finance Department Software</u></b> – SERENIC/Microsoft</p> <p>Andy has done due diligence in securing a new certified partner, INTELICE Solutions, LLC. Andy will be submitting a motion to approve a Professional Services Agreement at an upcoming BOC meeting. Software migration has been approved, Andy Freda &amp; I are working through the project steps with the vendor, we are hoping to transition by end of</p>	

<p>Sept 2020</p> <p>Migration of Data has been completed, user configurations are completed, currently testing, Final Migration scheduled for October 13<sup>th</sup>, 2020</p>	<p>Completed</p>
<p><b><u>Finance Department Billing Software</u></b>- To further contemporize the department, Andy is exploring migrating the utility billing package (Harris – Flexi-Bill/Cash Receipts) to a cloud based platform effective with the 2021 budget</p> <p>Data Files have been transferred to Harris, configuration for Cloud Portal is underway, Transition to the cloud is scheduled for end of June 2021</p>	<p>In – Progress</p>
<p><b><u>Software Analysis</u></b> –Cyber Security Software. Current tools in place include barracuda email scanning, web browsing scanning tools, firewall security, malware scanning. This analysis is to identify software that will monitor our internal network in the event of a data / AD user breach. Configuration by end of 2020</p> <p>Moving forward to project Implementation under BPO</p> <p>System is in place and 24/7/365 monitoring is active</p>	<p>Software has been</p> <p>Installed &amp; port mirroring has been enabled. System being fine-tuned. Portal is 100% setup.</p> <p>Project Completed</p>
<p><b><u>Zoom Virtual Meetings</u></b></p> <p><b><u>Municipal Meeting Room</u></b> – Installed USB Device to sound system to provide zoom users to participate in live meetings, listen and speak if needed from laptop hosting future zoom meetings</p>	<p>Project Completed</p>

<b>Hybrid/Zoom Meetings</b> – To begin June 21 <sup>st</sup> 2021 – Active testing currently underway	
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**Status of Bethlehem Township Municipal Authority Projects**

**I. Under Review**

1. 112 12<sup>th</sup> Street (BT400) – Plans reviewed (resubmission required);
2. 3022 Place (BT321) – Land Development Plans reviewed (no comments);
3. Basile Senior Housing (4023 Oakland Road)(BT156) – Plans reviewed (resubmission required);
4. Birches at Bethlehem (BT315) – Land planning received; Resubmission required; ROC request letter provided;
5. Christine St. & Hay Avenue (BT323) – Plans reviewed (resubmission required); ROC request letter provided;
6. Dutt Tract (BT304) – Sketch Plan reviewed (no comments at this time); Planning meeting held 4/19/17 with developers engineer ARRO;
7. Freemansburg Square (BT126) – Revised plans reviewed (resubmission required); Sketch Plan reviewed (no comments at this time);
8. Grace Church – Bethlehem (BT322) – Plans reviewed (land planning required); ROC request letter provided;
9. Greek Orthodox Annunciation Church (BT286) – Plans reviewed; Land planning required before Final Approval;
10. Harvey’s Corner (BT320) - Sketch plan reviewed (no comments);
11. Hecktown Road Business Park Lots 6 & 7 (BT317) – Planning items reviewed & plan resubmission is required;
12. Hope Road Commercial Development (BT277) – Sketch plan reviewed (no comments);
13. Justice Grown Medical Marijuana Dispensary (BT400) – Wastewater flow data requested;
14. King’s View Avenue Medical Office Building (BT308) – Sketch Plan reviewed (no comments); Plan review escrow required;
15. Lehigh Valley Charter Academy (BT316) – Reviewed by ARRO (resubmission required);
16. Lehigh Valley Underground (BT312) – Plans reviewed (resubmission required);
17. Louise Moore Park Maintenance Building (BT400) - Plans currently under review;

18. LVIP IV Lot 17A (BT400) – Reviewed Sketch Plan (no comments at this time);
19. LVIP VI Lot 44 Fairfield Inn & Suites (BT314) – Plans reviewed; (plan review escrow required);
20. Meals on Wheels Addition (BT309) – Plans reviewed and wastewater flow data was requested;
21. Members First Federal Credit Union (BT325) – Plans currently under review;
22. Mill Creek Corporate Center/Business Park (BT282) – Plans reviewed by ARRO (resubmission required);
23. MNB Properties Office & Garage (BT306) - Plans reviewed (resubmission required); Comments on hold pending establishment of escrow;
24. Notre Dame High School Auditorium Addition (BT400) – Wastewater flow data requested;
25. Panda Express (Bethlehem Square Shopping Center)(BT400) - Sketch Plan reviewed (no comments at this time);
26. Star Auto Mall (BT327) – Sketch Plan reviewed (no comments at this time);
27. TSAN Green Pond Road (BT400) – Reviewed Plan (no comments at this time);

## **II. Pending Construction**

1. 4006 Wm. Penn Highway – Ali Proposed Med Office (BT228);
2. American Bank (BT201) – Issued final certificate 6/18/09;
3. Lands of Edward Youwakim (BT151) – Issued revised final certificate 4/19/11; Escrow again requested 7/11/11;
4. Lift-All East, Inc. (BT145) – Connect Monitoring MH to existing lateral;
5. Devine Subdivision (BT252) – Construction escrow required;
6. LVIP VI Lot 43 (BT255) – Final Plans reviewed; Pre-construction meeting held 9/30/18; Shop drawings, escrow & cut sheets required;
7. 3025 Northampton Street Lateral Installation (BT294) - Lateral location to be staked by developer and escrow established;
8. Oakland Road Sanitary Sewer Extension (20007C) – Pre-construction meeting held 5/25/21; Construction to start 6/23/21;
9. Washington Park Estates (BT197) – Pre-construction conference required; 1 set of Final plans required prior to preconstruction conference;

### III. Under Construction

1. 1700 2<sup>nd</sup> St. & Lindberg Lateral Installation (BT324) – Work completed 10/2; Permanent road restoration required; Lateral installation invoice approved 11/17/20;
2. 4217 Fritch Drive (BT310) – Pre-construction conference held 11/19/19; Monitoring manhole installed 1/21/20; Vacuum test 30 days after frame & cover installed;
3. Green Pond Country Club/TOA PRGCC (BT280) - Pre-construction conference held 8/19/19; Additional sanitary sewer pre-construction conference scheduled for 8/26/19; Construction to start in second half of September; Post-pre-construction coordination meeting held 8/29/19; Scheduled to start 9/30/19; Sanitary sewer shop drawings reviewed; Construction in progress; 30 day test waiting period ends 11/22/19 for gravity system, and ends 12/11/19 for force main; Flushing & televising of loop around club house is performed by BTMA; Pipe and manhole testing (gravity & force main) of loop completed 2/6/20;
4. Pond View Court Sanitary Sewer Extension (19007E) – Construction bids received 9/1/20; Pre-construction conference held 9/21/20; PENNDOT HOP received 1/22/21; Construction started 1/19. Site meeting w/PENNDOT scheduled for 2/1/21; Construction on hold pending PENNDOT detour plan approval; Completion of construction expected 4-19-21, with testing and restoration remaining. Site meeting with Wexcon & PENNDOT scheduled for 4-19-21; Road restoration & testing completed; Final Inspection performed 5/20/21 with field items to be addressed;
5. William Penn Commons (BT261) – Pre-construction meeting held 7/10/12; Shop drawings received; PENNDOT HOP received; Site meeting was held on 12/11/12 with PENNDOT; on-site construction completed 2/8/13; PENNDOT work delayed; Letter issued 5/23/14 re condition of manholes; Meeting with developer, design engineer & BTMA scheduled for 8/27/14; New PENNDOT HOP required;
6. Kay River Hill (BT328) (formerly River Hill Estates (BT313)) – Pre-construction conference held 1/13/21; Work scheduled to start end of January 2021; Construction started 6/2/21;
7. Nancy Run Estates Phase 7 – 10 (BT290) – Pre-construction meeting held 8/8/19; 2 complete sets of Final Plans received 10/16/19; Anticipated start is Oct/Nov; BTMA TV investigation of 10<sup>th</sup> Street laterals performed 9/24/19; 10<sup>th</sup> Street lateral installations performed week of 11/4/19; Construction continues; Pipe air pressure testing in loop performed 5/59/20 & mandrel testing completed 6/2/2020; Manhole testing in Orth & Trythall

completed 11/20/20; Air pressure testing outside of loop completed 11/20/20 as well, mandrel testing is remaining; Repair areas testing required; all construction and testing completed by Pidcock;

8. 3103 Roosevelt St. Emergency Repair (21007G) – Repair completed 4/15/21; Lawn & permanent paving restoration still required;
9. 3533 Washington Street Lateral – Lateral installation completed 5/28/21; No restoration required;

#### **IV. Require As-Built/Testing/Final or Maintenance Inspection**

1. 5000 Township Line Road (BT311) – 2 sets of plans required; Pre-construction conference held 2/7/19; Construction to start week of 2/18/19; Plan revisions required due to gas conflict; Construction started 3/18/19; Construction completed 3/29/19; Pipe testing performed 6/18/19; Manhole testing required after 4/29/19; Permanent paving restoration performed 6/21/19 (street & driveway); As-Builts satisfactory & electronic version received; Final Inspection performed 10/11/19 with items to be addressed; Follow-up Final Inspection performed 11/27/19 with items to be addressed; Maintenance Period started 12/4/19 and ends 6/4/21; Maintenance Inspection 5/14/21 with no items to be addressed, and project closed-out 5/14/21;
2. 8030 William Penn Highway (BT275) – Pre-construction meeting held 6/30/16; PENNDOT manhole approval received; Construction started January 13, 2017; Testing, flushing & televising completed 3/28/17; As-Builts reviewed & final submission received; Final Inspection performed 3/30/17 & follow-up Final Inspection performed 4/3/17 with work items required; Watertight manhole frame & cover installed on doghouse manhole 5/16/17; Follow-up Final Inspection performed 6/8/18 with field items addressed; Maintenance Inspection performed 3/6/20 - field work items not complete;
3. Bethlehem Area Vocational Technical School (Haines Property/Skills Hill)(BT258) – Two sets of signed and sealed plans required prior to construction; Pre-construction meeting held 9/11/15; Construction completed 11/18/15; Air pressure testing performed 5/20/16 & mandrel testing performed 12/22/15 & 12/28/15; Manhole vacuum testing completed 11/4/16; Pipe televising performed 9/28/16; Final Inspection performed January 12, 2017 with items to be addressed; Follow-up Final Inspection performed 1/20/17 with all field items satisfactorily addressed; As-Builts reviewed (mylar or .pdf required) – 2<sup>nd</sup> request issued 11/5/18; 3<sup>rd</sup> request issued

- 1/29/19; As-Built .pdf received 2/7/19; Maintenance Inspection required;
4. Birchwood Commons (BT191) – Pre-construction meeting held 7/19/12; Additional pre- construction meeting held 7/10/15; Construction started 11/16/15. Tie-in manhole base to be retained and filled with concrete for future BTMA pipe lining project; Partial testing performed 3/23/16; Construction restarted March 21, 2017; Construction completed 4/24/17 & testing can be performed after 5/24/17; Last of pipe testing scheduled for 6/6/17 – manhole testing performed; Final Inspection performed 12/13/18 with items to be addressed; As-Builts required - 2<sup>nd</sup> request issued 1/29/19; Follow-up Final Inspection performed 3/28/19; Follow-up Final Inspection performed again on 5/1/19 with all field work items satisfactory; As-Builts (final electronic version) received 8/23/19;
  5. Brodhead Road Distribution Center (BT302) – Pre-construction meeting held 4/25/18; Construction scheduled to start 7/24/18; Shop drawings reviewed 6/22/18; Cut sheet reviewed 8/30/18; Construction agreement & escrow received 9/4/18; Construction completed 11/1/18; Pipe testing performed 2/15/19; Manhole testing & pipe flushing & televising performed satisfactorily 6/4/19; As-Builts required; Final Inspection performed 11/26/19 with field items to be addressed; Follow-up Final Inspection performed 1/7/20 with field items to be addressed; Follow-up Final Inspection performed 2/12/20 with field items satisfactorily addressed;
  6. Charles Chrin Comm. Center of Palmer Twp. - Requires vacuum testing, Final Inspection and As-Builts;
  7. CHS Medical Office – LVIP 4 Lot 26B (BT166) – Pending Maintenance Inspection;
  8. CVS – Dischinat (BT253) – Apartments sanitary sewer manhole vacuum test completed 5/12/11; Final Inspection was performed 5/18/11 with all items satisfactory; Maintenance Inspection required;
  9. Chipman Rd Sanitary Sewer Extension (20007A) – Work scheduled for late in week of 6/8/20 or week of 6/15/20; Work started 6/15/20; Work expected to be completed week of 6/22/20; Construction completed 6/23/20; Testing can be performed 7/23/20; Sod needs to be placed; Testing performed satisfactorily 7/28/20;
  10. Easton Avenue Sanitary Sewer Extension (20007B) – Site meeting w/contractor & BTMA staff held on 5/59/20; Plan revisions required; PP&L fee for holding pole waived & is scheduling work- could be performed in July 2020; Construction started 8/19/20 with PP&L to hold pole 8/20/20; Construction

- completed 8/20/20; Manhole & mandrel tests being scheduled after 9/20/20; Restoration required; Contractor pay request reviewed 9/18/20; Mandrel & manhole tests performed 9/25/20 satisfactory; Final Inspection performed 9/25/20 with items to address; Restoration work still required;
11. Freemansburg Dental (BT266) - Pre-construction conference held 7/30/14; Meeting w/BTMA & BTMA contractor scheduled for 9/29/14; BTMA contractor installed lateral and monitoring manhole 12/9/14; Manhole vacuum testing was performed 2/18/15; As-Builts reviewed & .pdf received; Final Inspection performed 6/25/15; Maintenance Inspection required;
  12. LVIP IV Lot 55 & 56 Fresh Pet (BT268) – Lateral installed 9/19/19;
  13. LVIP IV Lot 57 Freshpet (BT298) – Site meeting held 5/11/18 with BTMA, developer and engineer; Two complete sets of plans received 6/10/19; Pre-construction meeting scheduled for 7/22/19; Cut sheets reviewed 7/18/19; Shop drawings reviewed (additional required); Construction completed 8/14/19; Pipe testing & CCTV completed 8/14/19; Manhole vacuum testing and Final Inspection performed 1/24/20 with field items to be addressed; As-Builts reviewed and require re-submittal; Lateral installed 9/19/19; Follow-up Final Inspection performed 3/6/20 with all field work items satisfactory; 18 month Maintenance Period Inspection due 9/6/21; Maintenance Inspection performed 5/25/21 with field items to be addressed;
  14. Madison Farms Phase 1 (BT260) – Maintenance Inspection required;
  15. Madison Farms Phase 2 (BT260) – Maintenance Inspection required;
  16. Madison Farms Phase 3 (BT260) – Maintenance Inspection required;
  17. Madison Farms Phase 4 (BT260) – Maintenance Inspection required;
  18. Madison Farms Phase 5 (BT260) – Maintenance Inspection required;
  19. McDonald's Re-Build – Rt. 191 (BT289) - Pre-construction meeting held 5/1/17; Lateral investigation scheduled for 5/22/17 showed broken pipe; Site meeting with BTMA contractor 5/23/17 to provide price for McDonald's payment; Site meeting 5/31/17 with NCCD, BTMA & contractor, & site manager re E & S requirements; Monitoring manhole installation performed without observation notice; Pipe installation completed 6/12/17; Pipe and manhole testing performed 7/11/17; Final Inspection performed 8/15/17 with field items to be addressed; As-Builts reviewed (resubmission required); As-Builts requested; 3<sup>rd</sup>

request issued 1/29/19; As-Builts reviewed 3/5/21 (resubmission required);

20. Negrao (BT105) – City of Bethlehem; As-Builts required;
21. Vineyard at Wagner Farms – Phase 8 (BT148) –Reviewed As-Builts (mylar to be submitted). Final Inspection performed 11/11/11 and no field work items remain to be addressed; Project close-out pending;
22. William Penn Commons (BT261) – On-site sanitary sewer testing completed 5/31/13; As-Builts required;

#### **V. As-Built in Progress**

- 1) GIS Updating for BTMA (BT405) –
  - A. LVIP VI Lot 25A – With BTMA staff;
  - B. LVIP VI Lot 9 BGSD – With BTMA staff;
  - C. LVIP VI Flexicon Expansion - With BTMA staff;
  - D. NCACC Dorm Expansion – With BTMA staff;
  - E. Freemansburg Dental - With BTMA staff;
  - F. Freemansburg Avenue Corridor Improvements – With BTMA Staff
  - G. Meyer Lane Apartments – With BTMA Staff
  - H. BAVTS Skills Hill - With BTMA Staff
  - I. Our Lady of Perpetual Help Emergency Repair - With BTMA Staff
  - J. Madison Farms Phase 1 – With BTMA staff
  - K. Madison Farms Phase 3 – With BTMA staff
  - L. 5000 Township Line Road – With BTMA Staff
  - M. Madison Farms Phase 2 – With BTMA staff
  - N. Madison Farms Phase 4 – With BTMA staff
  - O. Madison Farms Phase 5 – With BTMA staff

#### **VI. As-Builts Completed, Mylars Received, in GIS**

#### **VII. Miscellaneous**

- 1) Chapter 94 Report (BT400) –
- 2) William Penn Highway/Indiana Street (BT400) – Gravity and LPSS lateral investigation;

#### **VIII. Review Complete – No Field Work**