



MEMORANDUM

TO: Board of Commissioners
FROM: Melissa Shafer
DATE: April 14, 2016
RE: Manager's Report

Agenda Items:

- **Resolution 042-16**
This resolution updates the contact list for the Emergency Operations Plan.
- **Mutual Aid Agreement – Ordinance Advertisement**
Palmer Township and Bethlehem Township have been providing mutual aid to each other for years but felt it would be best to memorialize the arrangement in an agreement. Mutual aid agreements are required to be adopted by Ordinance.
- **Technology Committee**
This committee was formed to provide oversight of all existing and proposed systems, monitor effectiveness, efficiency, and fulfillment of new system deliverables. Since this committee would like to make recommendations to the Board of Commissioners, we are asking that the Board formally recognize the committee and the Resolution they have adopted.
- **LVPC C2P2 Grant Support Letter**
LVPC has asked the municipalities of Northampton and Lehigh Counties for a support letter for a grant which if funded will create a regional bicycle and pedestrian plan for the Lehigh Valley.
- **Stormwater RFQ**
A committee of Commissioners and staff members has been convened to guide the selection process for a Stormwater Consultant. The first step of this process is this Request for Qualifications, which will be sent to a few select firms and also advertised on the Township website.

Non-Agenda/Ongoing Items:

- **Community Center**

The Board approved hiring Entech to engineer and design renovations and upgrades to the Community Center. That contract has been executed by the Township staff and work has commenced.

- **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**

Correspondence was sent to PennDOT District 5-0 asking them to reconsider the pipeline siting around their property. *We have had some informal communication with PennEast and representatives from PennDOT and Senator Boscola's office that lead us to believe that a resolution to this issue is in sight. We are waiting for an official notice.*

PennEast Pipeline has refused to sign an access agreement with the Township, and therefore at this time will not be permitted to access any of our properties.

- **Easton Avenue Culvert Collapse**

The Commissioners have instructed the Township Solicitor and Township Manager to notify the property owners about their responsibility to make the area safe. *Letters have been sent out to the property owners asking them to contact Nathan Jones with a plan to bring the area into compliance with the Property Maintenance Code.*

- **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. There were some setbacks in the beginning of the project with the water line relocation and sinkholes, however the schedule is being revised to include winter work and will be completed in December of 2016.

- **Housenick**

- **Central Moravian Drive**

- Bethlehem Township now owns the Central Moravian Church/Housenick Park Driveway. *Paving will be completed shortly and the entrance sign on Christian Spring Road will be installed.*

- **Architecture and Bathroom**

- Spillman Farmer has updated their draft plan and has recommendations for the Board of Commissioners to consider. A follow up meeting with Spillman Farmer has been scheduled to discuss their recommendations.

- **Park and Trail Project Phase 1**

- Base paving of the parking lot and the portion of the driveway on Township property is complete. The contractor will pave the rest of the driveway in the spring.

- **Park and Trail Project Phase 2**

- The Board of Commissioners authorized T & M to *re-apply* for a DCNR Grant for Phase 2 of the Park and Trail Project in the amount of \$427,222 since we weren't funded under the 2015 round due to the state budget. This grant will cover 50% of the project cost.

- We have received confirmation that we were awarded County Open Space funds for the other 50% of the project.

- **Foundation Trustees Meeting**

- The Foundation Trustees met with several Commissioners last week. Minutes of that meeting were emailed to the Board.*

- **Use of the Mansion**

- The Commissioners have expressed an interest in deciding on the Township's use of the Mansion. I think that this discussion would be best timed for after the Commissioners review the recommendations from Spillman Farmer.

- **Bathrooms at the North Forty**

- Our \$250,000 grant application is currently being reviewed at the state through the Act 13 Greenways Trails and Recreation Program. This program requires a 15% match. 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. The Board may consider this as an option once we hear back about the grant.

- **Chetwin Terrace**

Public Works will be increasing the size of the swale on the Chetwin Playground side of the Bike Path to allow for more water to flow behind the path. Additionally, money has been budgeted for 2016 to repave that portion of the bike path from Sheridan Drive to the bridge over Freemansburg Avenue. This will add approximately 4" of paving material which will also aid in keeping stormwater off the residential properties on Chetwin Terrace. *We were not awarded the grant for this project, so we will continue to handle it in-house as planned. The paving will take place in late summer.*

- **Parks Master Site Plan**

The Parks Master Site Plan Grant has been applied for and is waiting for consideration from the PA Commonwealth Financing Authority (CFA).

- **Stormwater**

The Commissioners approved Stormwater Mapping in the 2016 Budget, *and the RFQ is on this meeting's agenda for the Board's consideration.*

The Township has applied for two grants that would match each other and fund a Multi-Municipal Stormwater Improvement Plan with Freemansburg Borough. The County application has been awarded (50% at \$25,000) but the State grant has not been reviewed yet.

- **Finance**

- **Long Range Budget**

We will continue to work on our long range budget models moving into 2016.

- **Insurance**

We will be shopping around our General Liability Insurance this year for a June 2016 renewal.

- **Grants**

We have several grant applications awaiting review and potential award at the state level. Due to the fact that there is no state budget, the approval process has been stalled. Here are the grants that we are currently waiting on:

- DCNR Grant for Phase 2 of the Housenick Park and Trail Project (County match acquired)
- Act 13 GTR Program North Forty Bathrooms
- Act 13 GTR Program Parks Master Site Plan
- Monroe County LSA Grant for 4 Police Cars
- DCED Multi-modal Grant for Brodhead Road
- PennDOT Multi-modal Grant for Brodhead Road
- DCED Municipal Assistance Program for Stormwater Planning Grant (County match acquired)