

## MEMORANDUM

TO: Board of Commissioners  
FROM: Melissa Shafer  
DATE: December 15, 2015  
RE: Manager's Report

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### Agenda Items:

- **Monocacy Spillway Project**

As you are aware, the Board of Commissioners rejected the bids at the November 2, 2015 Meeting and opted to rebid the project. Bids for the second advertisement were opened on December 1, 2015 at 10 am. The low bidder has been confirmed by T&M as Eagle Contracting, Inc with a bid of \$317,952.50. The grant award for construction is \$284,889. The BTMA will be picking up \$33,614.30 of the project for the driveway construction at their pump station which became necessary for site accessibility. This leaves us \$500 under budget for the project.

At the last Board meeting we had opted to table the award of the bid due to concerns over the Add Alternate price of the rock. Upon further discussion with the project engineer, we have developed several plans we can put into motion if the contractor hits rock (which based on the test pits, we don't think they will). This is outlined in the T&M memo.

Therefore, I concur with T&M's recommendation to award the BASE BID of Monocacy Spillway Project to Eagle Construction, Inc.

- **Ambulance Sale**

In compliance with the Board's previously adopted policy, I am recommending that the Board sell the 2007 Ford Ambulance to the Bethlehem Township Volunteer Fire Company for \$1,000. The BTVFC will then sell the ambulance for the same price to VCI Emergency Vehicle Specialists as part of the deal to purchase the new 2014 Chevy Ambulance (paid for 100% by gaming grant). This has been reviewed and approved by Solicitor Jim Broughal.

- **Nixel Purchase Order**

This will be coming out of the 2016 Budget. We currently use the free Nixel platform for emergency alerts. Upgrading to the subscription service will allow us to utilize the full platform including 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. We can discuss this more at length in 2016.

#### **Non-Agenda/Ongoing Items:**

- **PennEast Pipeline**

The Risk Assessment Report was sent to PennEast Pipeline. A response was received and a meeting is being coordinated for January with members of the BOC and PC and staff to discuss the route and the Risk Assessment Report and how we can work to minimize the impact to the community.

Access Agreements have been sent to PennEast Pipeline for them to gain access onto Township Property. We are asking for an entry fee of \$15,000 and an escrow for any professional services of \$5,000. They are still reviewing our proposal.

- **Easton Avenue Culvert Collapse**

If the Board is interesting in discussing the options on this issue, please let me know and I can place it on the Agenda for discussion in 2016.

- **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**

Staff is working with the Central Moravian Church on the conveyance of the driveway for Housenick Park. Subdivision plans have been approved. We are waiting for the DEP Sewage Planning Waiver before those plans can be recorded.

- **Architecture and Bathroom**

Township staff has sent Spillman Farmer engineer's probable cost estimates for sewer and water service at the Mansion. Spillman Farmer will be updating their draft plan and have recommendations for the Board of Commissioners to consider in January 2016.

- **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 (subdivision plans should be recorded by then).
- **Park and Trail Project Phase 2**

The Board of Commissioners authorized T & M to apply for a DCNR Grant for Phase 2 of the Park and Trail Project in the amount of \$427,222. 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 Request**

The Foundation Trustees have requested to meet with the Board of Commissioners. I am awaiting a date.
- **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 receive 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.
- **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 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 in January 2016 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 already 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)