

## MEMORANDUM

TO: Board of Commissioners  
FROM: Melissa Shafer  
DATE: January 12, 2016  
RE: Manager's Report

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### Agenda Items:

Most of the Agenda Items are explained in the packet, but I will add some explanation to the Cold-In-Place Recycling Bid. Bethlehem Township utilizes Cold-In-Place Recycling for road improvement projects because it is a fast, cost-effective alternative to more traditional methods of rebuilding roadways. The process excavates the original aggregate and blends it with a specially formulated asphalt emulsion. This new mixture is then re-laid and compacted as a new, more durable asphalt base course. After a 2 week curing period, our Public Works Department then takes over the job and tops the road with hot mix asphalt. This method is approved by PennDOT and is paid for by our State Aid (Liquid Fuels Fund).

This year the scope of work will be:

- Linden Street (from Freemansburg Avenue to Willow Park Road)
- Tuskatee Drive (from Farmersville Road to end of cul-de-sac)
  - The Cold-In-Place for this road is actually being paid for by the BTMA. The Township is handling the overlay.

### 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. We can discuss this more at length in 2016.
- **PennEast Pipeline**

The Risk Assessment Report was sent to PennEast Pipeline. A response was received and a *meeting was held earlier this month 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 any negative impact to the community.

Access Agreements have been sent to PennEast Pipeline for them to gain access onto Township Property including an entry fee and escrow amount. They are still reviewing our proposal.

- **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. This is underway.*

- **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 in the spring.

- **Architecture and Bathroom**

Spillman Farmer has updated their draft plan and has recommendations for the Board of Commissioners to consider.

- **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 just received notification that the DCNR has awarded a few*

*projects under the 2015 round, and while we weren't one of them, we are a high priority project and will be notified by mid-March whether or not we will be funded under 2015 or if we have to reapply for 2016.*

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 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. *A grant has also been applied for this paving project.*

- **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 staff is working on an RFP to bring to the Board to consider hiring an Engineer to assist with those activities.

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 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)
  - *PennDOT Transportation Alternatives Program (TAP) for Chetwin Bike Path*