



## MEMORANDUM

TO: Board of Commissioners

FROM: Melissa Shafer

DATE: July 18, 2016

RE: Manager's Report

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### Agenda Items:

- **Motion to bid the dual fuel fleet dispensing system and management software.**  
Bethlehem Township owns fuel pumps in order to supply fuel to our fleet as well as the fire companies and ambulances. We originally budgeted \$50,000 to upgrade the fuel pumps this year, and we expect to come in under budget for this project. The system we are going out to bid is somewhat automated, but not fully automated. Each vehicle will be assigned a key FOB, and the user will have to swipe the FOB and add information like employee ID number, and current mileage, if they add incorrect values the system will not dispense fuel. This management system will be able to produce for us on fuel usage per department or per vehicle.
- **Motion to enter into a revised contract with Entech Engineering for engineering and architectural services related to the Bethlehem Township Community Center.**  
This is a modification to the scope of work and contract based on feedback received from the Commissioners after the initial review of the Entech Report and Budget. It can be modified as the Board desires.
- **A motion for a change order in the amount of \$8,545.90 with NIMARIS Construction LP for sinkhole repair and driveway widening on the Housenick Memorial Park site improvement project.**  
I have sent a request to the Foundation to see if they will cover the cost of the change order, however, the work has been completed and will need to be processed by the Township. T&M reviewed the scope, supervised, and approved the sinkhole repair. This is an unbudgeted expense and, if not covered by the Foundation, would be the only direct out of pocket costs for the project.

- **Dissemination of Archibald Johnston Mansion Stabilization Study**

Spillman Farmer has completed their Mansion Stabilization Study and will be at the August 1, 2016 Board of Commissioners meeting to present their findings and recommendations. We are currently looking into different financing options with the Foundation.

**Non-Agenda/Ongoing Items:**

- **Community Center**

*Presentation on findings and recommendations and potential change in contract scope will take place at this meeting.*

- **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**

*PennEast Pipeline presented a map to the Township, per our request, showing a change in the siting of the Pipeline in the vicinity of PennDOT's maintenance yard on Hope Road. The new tentative siting moves the pipeline away from the Hope Ridge Development and shows the pipeline siting on the far side of Route 33.*

To date, 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. *Several residents have responded back and we are currently working with them.*

- **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 date for the bridge completion is September of 2017.*

- **Housenick**

- **Central Moravian Drive**

- Bethlehem Township now owns the Central Moravian Church/Housenick Park Driveway. *Paving is complete and the entrance sign has been installed. A newsletter article about the park will be prepared for the Fall issue.*

- **Architecture and Bathroom**

- Spillman Farmer has completed their Mansion Stabilization Study and will be at the August 1, 2016 Board of Commissioners meeting to present their findings and recommendations. We are currently looking into different financing options with the Foundation.*

- **Park and Trail Project Phase 1**

- Nearing completion. Final change order request is on this agenda.*

- **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.

- **Bathrooms at the North Forty**

*Our \$250,000 grant application through the Act 13 Greenways Trails and Recreation Program was not approved in the 2015-2016 round. We have reapplied under the 2016-2017 round. 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.*

- **Chetwin Terrace**

*Public Works has increased 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, repaving the portion of the bike path from Sheridan Drive to the bridge over Freemansburg Avenue will commence shortly. 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 application was denied under the 2105-2016 round and is being reapplied for under the 2016-2017 round.

- **Stormwater**

*The Stormwater Committee has created a short list of five firms from the 10 that submitted Qualifications Statements. Those five firms have been invited to submit formal proposals. Interviews have been scheduled for August 2, 2016.*

- **Finance**

- **2017 Budget**

*Please review the draft Budget calendar I emailed to you for approval. Residents had asked us to improve communication regarding the Budget Process and advertising the schedule in the newsletter was one of the ways we had discussed meeting that goal. Also, per resident requests, we are going to hold the wrap up session on a Saturday morning. Once approved we will also post the schedule on the website and Facebook page.*

- **Long Range Budget**

*We are finishing up the Five Year Plan and will have this long range budget for the Commissioners to review as part of the 2017 Budget process.*

- **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)*
- *PennDOT Multi-modal Grant for Brodhead Road*

*The following grants were NOT awarded by the Commonwealth Financing Authority at their July 1, 2016 meeting:*

- *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*
- *DCED Municipal Assistance Program for Stormwater Planning Grant (County match acquired)*

*Senator Boscola's office contacted me and reported they had supported our Brodhead Road grant, but that there was a clerical error at the state and we were left off the funding list. However, the grant amount was for \$200,000, far short of the \$2.7 million we applied for, which was 70% of the \$3.9 million project. It is up to the Board if they want to try reapplying for the grant a third time.*

*I contacted the PA DCED to find out why we weren't awarded the GTRP grants and was told that there was nothing lacking with our application, but that they received \$85 million in applications and only had \$17 million in funds to award.*

*One last point on the grants, the Board authorized staff to reapply for the GTRP grants for the 2016-2017 round. Now that the 2016-2017 state budget is approved, the Commonwealth Financing Authority (CFA) should meet on Nov 1 to review/approve those GTRP applications and we will be able to budget accordingly for 2017.*