



MEMORANDUM

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

Agenda Items:

- **Resolution R034-16**
The resolution for the dedication of roadways is part of our Liquid Fuels Map update.
- **Resolution R035-16**
State law requires that we pass a resolution to dispose of documents, and that the disposal of those documents is in compliance with the PA Records Retention Schedule.
- **Tax Exoneration Request**
We have received a request to exonerate taxes for two parcels in the Township owned by the Bethlehem Area School District. These parcels are located at the corner of Farmersville and Freemansburg. They are not used for school district purposes, at this time they are being farmed by Kohler's. This request would be just for 2016.
- **Brodhead Road**
While we wait for word on the grant funding, Pidcock would like to start surveying for the reconstruction project. Brian Dillman has provided a proposal for this work, as well as a supplemental letter outlining the anticipated costs for construction if the grant is not awarded to the Township.
- **Park Renovation Request**
The BTAA Bulldogs would like permission to renovate half of one of the playing fields at the Municipal Park at their expense.
- **Weiss Construction Change Order**
Weiss Construction is asking for an additional payment of \$32,070 due to the rock encountered during the installation of the police carport. The second invoice in the packet is the cost that Weiss incurred for the digging of the footers.

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.

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. 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.

- **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