



MEMORANDUM

TO: Board of Commissioners

FROM: Melissa Shafer

DATE: May 16, 2016

RE: Manager's Report

Agenda Items:

- **PA Fire Recovery Service LLC Agreement**

Earlier this year, the Board of Commissioners passed the Emergency Response Payment Reimbursement Ordinance. The Fire Relations Committee is now recommending PA Fire Recovery Services (PAFRS) to serve as the third party billing agency for the Township. Both fire companies will submit their invoices to the Fire Marshall and she will submit the bills to PAFRS. PAFRS will make every effort to seek reimbursement of those invoices, and retain 15% of the monies collected through the first 6 months. If the insurance company/non-resident does not pay within that 6 month time frame, PAFRS will utilize their legal counsel and retain 35% of the monies collected after that point. Near the end of the 1 year agreement, the Fire Relations Committee will analyze the success of the billings and make a recommendation to the BOC regarding renewal.

- **Mutual Aid Agreement – Ordinance Adoption**

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.

- **Cyber Security Testing**

The Technology Committee is recommending moving forward with CORE BTS for penetration testing of our cyber security system. The Solicitor's office has some issues with the language in the contract, so if the Board wished to move this along for a vote at this time, we would recommend the motion to approve the contract include the phrase "to the satisfaction of the Township Solicitor."

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. *One resident has responded back and we are working with him toward a potential resolution.*

- **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 met with the Commissioners, staff, and Foundation Trustees at the Housenick Mansion to discuss Spillman Farmer's Exterior Stabilization list of options and recommendations. A second meeting is being scheduled for June to continue that discussion. Once the report is finalized it will be adopted and available for public review.*

- **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.

- **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 Stormwater Committee is currently reviewing the Stormwater Engineer Qualifications Statements that were received and will be creating a short list of firms to ask to submit proposals.

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)