



MEMORANDUM

TO: Board of Commissioners
FROM: Melissa Shafer
DATE: December 18, 2017
RE: Manager's Report

Agenda Items:

- **2018 Budget for Adoption**
The Budget has been duly advertised for the Board's consideration.
- **Exterior Ordinance No. 11-17, Resolution R084-17, and the Motion certifying the Volunteer Eligibility List**
These items all pertain to the Volunteer Fire Fighter Tax Credit. We are required to provide a certified list to Keystone Collections for the Earned Income Tax (EIT) by December 31 in order for these volunteers to receive the EIT credit for 2017.
- **Casino Letter**
Part of Act 42 of 2017 requires municipalities to notify the PA Gaming Control Board (by Resolution) by December 30, 2017, whether the governing body would like to prohibit a "Category 4 Casino" from being placed in the municipality. I am asking for direction from the Board on this item.

Non-Agenda/Ongoing Items:

- **PennDOT local road projects**
There are several PennDOT and County local road and bridge projects slated for the Township this year of which the Board should be aware:
 - Willow Park Road Bridge Replacement – This project has been delayed until spring of 2018.

- Middletown Road Bridge Replacement – waiting for construction details, may be this year or next depending on other projects. Road will be closed for approximately 3 weeks.
- Easton Avenue Repaving (Butztown Road to Farmersville Road south) - ADA curb ramp work to begin immediately, paving to be night work only with a completion date of August 2018, traffic disruption should be at a minimum.
- Easton Avenue Repaving (Hope Road east into Palmer Township) - ADA curb ramp work to begin immediately, paving to be night work only with a completion date of August 2018, traffic disruption should be at a minimum.

- **Brodhead Road**

Project is complete, on time and under budget, thanks to the excellent project management of The Pidcock Company.

Thanks to Senator Boscola and her staff, the DCED awarded the Township \$400,000 for the Brodhead Road Project under the Multi-Modal Transportation Program. We are using 2017 and 2018 Liquid Fuels funding to fund part of this project.

- **Community Center**

The renovation project is 99% complete. There are a few punch list items that are being addressed, but the pool is open!

This renovation project includes all items that were identified by the architect as “High Priority – Deficiency” as well as the two “High Priority” items that weren’t marked as deficient: installation of a dehumidification system and a new UV system for the indoor pool.

- **Township Communications**

Community Map has been printed and sent to all residents.

The front page of the website has been redesigned to integrate our Facebook feed as the newsfeed in order to deliver more timely information to the community. Also featured on the front page is our YouTube page featuring our videos on leaf collection and police license plate reader technology.

The Dashboard is up on the front page of the Township website. Now you can go to one spot to get up-to-date information about Township departments and finances.

We launched the Bethlehem Township YouTube page with our first video on the Township's Leaf Collection Program. The goal is to complete a video for each of the Township departments, showcasing a different service that we provide.

We have also expanded our social media outreach from just Facebook to other platforms including Snapchat, Instagram, and Twitter. Our goal is to improve communication and citizen engagement and we are working on ideas for some interactive programs with the BTCC staff and Police Department.

Thanks to the hard work of our Finance Department, you can now pay your sewer bill online through a program called Invoice Cloud. A flyer has been sent out notifying residents.

- **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**

A December 5 meeting was scheduled by PennEast in order to meet with the nearby residents, but then it was cancelled without explanation.

In light of the latest map sent to the Township which shows the pipeline going around the PennDOT Maintenance Yard to the east instead of hugging Route 33, we have reached out to our legislators and PennDOT for support with getting PennEast to move the siting to the Route 33 corridor.

PennEast has now sent Bethlehem Township easement agreements for all of the properties (Hope Road and all the bike path crossings). The Township Solicitor is currently reviewing these documents.

- **Easton Avenue Culvert Collapse**

Violation notices have gone out to ALL property owners on Easton Avenue with sidewalk damage. Repairs are required to be completed by May 1 or citations will be issued.

- **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 official date for the bridge completion is **December of 2017**.

- **Housenick**

- **Exterior Renovation**

- RFP has been advertised, pre-bid meeting was held last week. Bids are due January 16th.

- **Park and Trail Project Phase 1**

- This project is now complete.

- **Park and Trail Project Phase 2**

- The Township was just awarded \$73,000, the remainder of the 2017 County Open Space Funds, which will go toward this project and be matched by the Recreation Funds.*

The Township has been awarded a DCNR Grant for Phase 2 of the Park and Trail Project in the amount of \$400,000 (we had applied for \$427,222) This grant will cover 50% of the project cost. The Northampton County Open Space Program will cover the other 50% of the project.

- **Bathrooms at the North Forty**

The Building Code Appeals Board granted relief to the Township so that we can construct a facility with four family restrooms. We will be costing out options.

We are also exploring options for purchasing a portable bathroom trailer.

- **Chetwin Terrace**

Paving and drainage work has been completed at this site. It will be one of the priority areas on the Stormwater Improvement Plan.

- **Parks Master Site Plan**

Gilmore Engineers has been hired to conduct the Parks Master Site Plan with the Recreation Commission.

We were awarded \$75,000 from the Keystone Communities Grant for the Parks Master Site Plan. Any additional funds required may be requested to be allocated from the Recreation Fund.

- **Stormwater**

The staff and consultants are going through a quality control process with the map, but hydrological mapping has begun simultaneously.

The LiDAR and orthophotography flyover of the Township, Freemansburg Borough, and the East Blvd basin in the City of Bethlehem is complete. T&M is currently waiting for the data from the flyover in order to start the mapping and modeling phase of work.

- **Finance**

- **2018 Budget**

- Ready for adoption.

- **2017 Budget**

- The 2017 Budget was approved in December 2016. Mid-year meetings were held with all department heads/finance/admin.

- **Long Range Budget**

- This was completed for the 2017 Budget Hearings.

- **Grants**

Thank you to Senator Boscola's office, we have been awarded a \$45,000 grant for the Comer Park playground installation. This was slated to come out of the Recreation Fund.

Here are the grants we are currently administering:

- Monocacy Spillway Grant - \$300,000 COMPLETE
- Keystone Communities Grant for Parks Master Site Plan- \$75,000 just awarded
- County CIPP - \$25,000 joint stormwater plan with Freemansburg Borough
- DCNR C2P2 Grant for Housenick Park - \$200,000
- County Open Space Grant for Housenick Park - \$211,000 (2016)
- County Open Space Grant for Comer Park - \$86,779.50 (2017)
- County Open Space Grant for Housenick - \$73,000 (2017)
- Keystone Communities Grant for Comer Park - \$45,000

We have several grant applications awaiting review and potential award at the state level. Here are the grants that we are currently waiting on:

- *Watershed Grant for Basin Retrofit Project - \$300,000 (not awarded)*