



MEMORANDUM

TO: Board of Commissioners

FROM: Melissa Shafer

DATE: January 16, 2017

RE: Manager's Report

Agenda Items:

- Hope Road Appraisal Proposal – it is the recommendation of the Township staff that we obtain an appraisal of the Hope Road property so that we are prepared to negotiate with the PennEast Pipeline Company when that time arises.
- Hough Associates Proposal - \$5,880 (with 2% discount)
Hough Associates has been serving as the Township's Act 904 Recycling Coordinator for many years now, and has demonstrated an ability to maintain our Act 904 compliance and increase performance grant funding.
- TOA Tentative Plan Hearing – it is the recommendation of the Township staff to hold a separate meeting for the Traditions of America Green Pond Tentative Plan Hearing. We would like the timeframe to be from 6 pm till 9 pm. If more time is needed, then we can continue the hearing to another date certain so that all parties have an opportunity to participate.
- Contract Review Policy Discussion – Commissioner Jenkins asked me to assist her in crafting a policy for a contract review process. We are proposing language that would be included in the Township Manager's Ordinance that would state: "Every three years starting in 2017, the manager should conduct an internal review of the Top Ten Township Vendors and present that to the BOC. This review shall include a brief summary of the company and the services they provide, the current rate structure, three comparative rates, and a statement regarding the Township staff's level of satisfaction. Any conflicts that would prevent this review process for a Top Ten vendor should be explained to the Board (multi-year contract agreements, etc)."

A list of the Top Vendors with the Top Ten highlighted is included at the end of this report.

Non-Agenda/Ongoing Items:

- **Brodhead Road**

- The DCED has awarded the Township \$400,000 for the Brodhead Road Project under the Multi-Modal Transportation Program. We will be reapplying for the PennDOT Multimodal Grant for \$800,000 and hopefully have that money awarded in the spring. We are currently discussing the impact of the grant funds to the scope of the work.

Letters are being sent to property owners at Brodhead Road who need to bring their curb ramps into compliance with ADA regulations as part of this paving project.

- **Community Center**

The following is the proposed tentative schedule for the Community Center Renovation Project:

- *February 6 – BOC Approves Bid Package*
- *February 10 – Bid Packages distributed to Prime Contractors*
- *February 21 – Mandatory Pre-Bid Meeting and Walk-through*
- *March 15 – Bids Due and Opened. Solicitor, Entech, and Allied begin proposal review and recommendation process.*
- *April 3 – BOC votes to award the contracts*
- *April 4 – Notice of Intent to Awards are distributed to successful Prime Contractors*
- *May 1 – Notice to Proceed issued to begin material procurement*
- *July 24 – Mobilization*
- *October 31 – Substantial Completion*

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. The staff is also working with Entech and HT Lyons to address some minor facility issues that need to be addressed this year to make sure that there will not be any duplication or unnecessary overlap of work scope.

- **Township Website and Social Media**

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 by the end of next year, 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 is being sent with the next round of sewer bills with more information for the 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**

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 responded and we are currently reviewing that response at this time.

The BOC granted PennEast Pipeline access to our Hope Road property for surveying. This was completed last week under the supervision of the Assistant Public Works Director.

PennEast sent Bethlehem Township easement agreements for two minor crossings of the Bike Path south of Freemansburg Avenue. The Township Solicitor is currently reviewing those documents.

- **Easton Avenue Culvert Collapse**

A meeting was held with the property owner of the culvert collapse. The owners have retained an engineer to assist them in this process. They are now working with a contractor on preparing a plan for the repairs. Staff will contact PennDOT to confirm they will still handle the MPT.

- **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 December of 2017.

- **Housenick**

- **Exterior Renovation**

- The Housenick Trust has approved the Spillman Farmer and Boyle proposals for the pre-bid phase of the exterior stabilization of the Mansion.*

- **Park and Trail Project Phase 1**

- This project is now complete.

- **Park and Trail Project Phase 2**

- 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. T&M Engineers has provided the Township with some alternative options to the original scope to meet the revised budget and we will be bringing a revised scope to the Board of Commissioners at the next meeting.*

- **Bathrooms at the North Forty**

Our \$250,000 grant application through the Act 13 Greenways Trails and Recreation Program was denied for the second time.

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**

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**

The Parks Master Site Plan Grant application was denied for the second time under the Act 13 Program. However, we may still be able to acquire grant support for this project and are working with Senator Boscola's office at this time.

Even if we don't get funding, this project is still a priority for the Township, and staff will lead the Recreation Commission through this process, utilizing the DCNR guidelines to ensure compliance in order to secure future construction grants. Monies have been budgeted for 2017 for the mapping portion.

- **Stormwater**

The LiDAR and orthophotography flyover of the Township, Freemansburg Borough, and the East Blvd basin in the City of Bethlehem is complete.

The Commissioners appointed T&M Associates as the Township Stormwater Engineer. A kick off meeting has been held and contract language is being negotiated. First step in the process will be the modeling and mapping of the system which will allow T&M to manipulate the maps in order to create some alternative analysis for the infrastructure improvement plan. A request for an extension on the County CIPP grant has been submitted and approved since the plan will not be completed by the December 2016 deadline.

- **Finance**

- **2017 Budget**

The 2017 Budget was approved in December 2016.

- **Long Range Budget**

This was completed for the 2017 Budget Hearings.

- **Grants**

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

- PennDOT Multi-modal Grant for Brodhead Road (*third reapplication submitted Dec 16*)

TOP 10 VENDOR LIST

Name	Purchases	Balance	Description
J.D. Eckman Inc.	\$3,536,056.19	\$310,971.09	Freemansburg Bridge Project
City of Bethlehem	\$1,883,937.00	\$0.00	Sewer
PA Municipal	\$1,867,649.04	\$0.00	Health Insurance Contractual
Pidcock Company	\$1,007,992.60	\$10,910.14	Township Engineer
McTicsh, Kunkel & Associates	\$406,610.90	\$0.00	Freemansburg Bridge Project
Super Vacuum Manufacturing Co	\$388,440.00	\$0.00	Vehicle Purchase CoStars
Bethlehem Area Public Library	\$381,756.87	\$0.00	Contractual
Amerihealth Casualty Services	\$292,392.50	\$0.00	Workers Comp Insurance
Robertson Insurance Group	\$260,610.00	\$0.00	General Liability Insurance
Eagle Contracting Inc.	\$261,121.78	\$0.00	Monocacy Spillway
Bethlehem Twp Volunteer Fire Co.	\$217,109.61	\$0.00	Budget
Nimaris Construction LP	\$209,602.16	\$0.00	Housenick Bid
Bethlehem Twp Municipal Authority	\$205,904.08	\$0.00	Sewer
Code Master Inspection	\$176,810.00	\$0.00	3rd Party Inspection Firm
Nancy Run Fire Company	\$172,957.97	\$0.00	Budget
Direct Energy Business LLC	\$150,691.94	\$0.00	Electric Contractual until 2019
Suburban Energy Services	\$123,912.70	\$0.00	Natural Gas Contractual until 2019
Koch 33 Ford Toyota	\$122,461.17	\$0.00	Costars
Thomas Comitita Associates, Inc.	\$122,052.18	\$0.00	Planning Consulting
Serfass Construction Company	\$114,780.00	\$0.00	Nancy Run Firehouse (Grant)
Recon Construction Services	\$111,316.60	\$0.00	Annual bid
Broughal & DeVito, LLP	\$108,614.44	\$0.00	Solicitor
Highway Materials Inc.	\$108,294.94	\$0.00	Annual bid
Weiss Construction Inc.	\$99,231.70	\$0.00	Carport Bid
Beth. Twp Fire Company Relief	\$95,327.08	\$0.00	Budget
Nancy Run Fire Company Relief	\$95,327.08	\$0.00	Budget
Signal Service, Inc.	\$79,854.01	\$0.00	Traffic Signals
Name	Purchases	Balance	Description
AFSCME Health & Welfare	\$79,616.25	\$0.00	Contractual
PPL	\$77,306.02	\$0.00	Electric
KS Statebank	\$73,896.15	\$0.00	lease
Cody Systems	\$73,854.63	\$0.00	One-time purchase - grant
Barry J. Hoffman Co., Inc.	\$63,903.62	\$0.00	Back up electrician
Municipal Capital	\$60,092.47	\$0.00	lease
RCN	\$56,946.12	\$0.00	Internet & Phone
CMT Services Group	\$54,774.92	\$0.00	Geotechnical Engineering Firm
Entech Engineering Inc.	\$52,965.87	\$0.00	BTCC Architect 2015
P2 Financing LLC	\$52,196.55	\$0.00	lease
Dick Milham Ford Toyota Scion	\$51,695.00	\$0.00	Costars
PLGIT PCARD	\$46,522.98	-\$10,046.81	Credit Card
T&M Associates	\$42,062.63	\$0.00	Monocacy Spillway
Verizon Wireless	\$40,199.15	\$0.00	Cell Phones
H.T. Lyons Contractor	\$40,000.19	\$0.00	HVAC Contractor
Bethlehem Twp Athletic Association	\$40,000.00	\$0.00	Budget
Clean Net Inc.	\$39,399.25	\$0.00	BTCC Cleaning
SELEX ES DBA ELSAG	\$37,440.00	\$0.00	IT-License Plate Reader
Berkheimer Associates	\$36,713.71	\$0.00	2.3% Act 511 Taxes
A-1 Traffic Control LLC	\$36,598.29	\$0.00	Striping - Bid
Unifirst Corporation	\$36,366.92	\$0.00	Clothing & Mat Rentals
Easton Area Joint Sewer	\$36,284.28	\$0.00	Sewer
NAPA Auto Parts Hellertown	\$33,783.27	\$0.00	Parts