



MEMORANDUM

TO: Board of Commissioners
FROM: Melissa Shafer
DATE: November 20, 2017
RE: Manager's Report

Agenda Items:

- **2018 Budget for Advertisement**
We have held three budget hearings with all the department heads and outside agencies and are pleased to present a budget for 2018 that will serve the needs of the Township.
- **Resolution R077-17**
This resolution amends the schedule of fees for the Emergency Services Billing Ordinance. The Fire Relations Committee is recommending that the Township switch billing companies. This national company has its own schedule of fees that they have determined have the best rate of return. The Fire Marshal and I were able to participate in a demonstration of the online software and found it acceptable, and the solicitor has reviewed the agreement to his satisfaction.
- **Exterior Renovation Project for the Archibald Johnston Mansion**
Spillman Farmer and Boyle have revised the bid specs in an attempt to get a better response rate from contractors. If the Commissioners proceed this evening, the tentative schedule would be as follows:

Documents to Township: 15 Nov 2017

Township Meeting to Approve Bid Docs & Advertise to Bid: 20 Nov 2017

Advertise to Bid, By Township: Nov 28

Out to Bid Date: 11 Dec 2017

Pre-bid meeting & walk-thru: 14 Dec 2017, 9 AM

Last Day for Questions: 8 Jan 2018, 12 noon

Last Addendum Issued: 11 Jan 2018, 4 PM

Bid Due Date: 16 Jan 2018, 1 PM at Township Building

- **DUI Center Lease**

The Township leases part of the Coolidge Building to Northampton County for the DUI Center. I would like direction from the Board if they are interested in updating the lease with the County for another five years, per their request.

- **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 if they would like to solicitor's office to prepare that resolution.

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 almost complete. Construction meetings are being held bi-weekly. There is a packet of change orders for the Board to consider at this meeting. There is also a new construction completion date of 11/22/17.

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**

Now that the wards and voting districts have been finalized, we are finally ready to print the updated Community Map. A map will be mailed to every property in the Township and also will be available at the Township Building. I want to thank all of the business owners who sponsored the map for their patience with the printing delay.

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**

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**

I spoke with both property owners on Easton Avenue (on the corner and the Schwab Estate) who own the damaged culvert. They are working together and plan to make repairs in the beginning of November. We have reached out the PennDOT to coordinate the Maintenance and Protection of Traffic (MPT). *We had originally settled on this week to do the work, but the contractor has been delayed. We are still working through this matter, but we will now be sending the property owners violation notices.*

We also have sent violation notices to property owners on the opposite side of Easton Avenue who are experience similar concrete failures.

- **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**

On the agenda for rebid.

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

- **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**

The Recreation Commission will be interviewing the top two firms at their October meeting and making a recommendation to the BOC.

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 advertisement

- **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
- County Open Space Grant for Comer Park - \$86,779.50

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) - \$800,000
- Greenways Trails and Recreation Program - \$86,779.50 grant for the Comer Park renovation project to match the 50% funding approved from County Open Space
- Watershed Grant for Basin Retrofit Project - \$300,000