## BETHLEHEM TOWNSHIP PHYSICAL PLANT AND IT REPORT BETHLEHEM TOWNSHIP MUNICIPAL AUTHORITY February 2021

#### Church Road/Green Pond Road Sewers

TOA is still working on completing sanitary sewers within the development. Pump Station 12 control issues that were on the substantial completion punch-list have been completed. There are still some exterior issues around the station that need to be addressed when the weather is better.

The General Contractor for Pump Station 11 completed the outside architectural trim on the building. They intend to begin work on the force main installation shortly. We are also working on some modifications to the storm sewer layout in front of the property along Church Road. The Electrical Contractor has continued with work on the interior of the building. TOA does not expect to have all the necessary utilities (gas and water) to the pump station property for another couple of months, which will delay start-up. However, that will not affect any properties within TOA at this time. Both Contractors have submitted an Application for Payment this month.

Conformed Contract Documents and construction drawings have been issued to PACT One LLC and to the Authority. A pre-construction meeting will be held on February 11 and the Notice to Proceed will then be issued with an effective date of February 15. The Contractor's preliminary schedule shows them beginning test drilling and blasting, where needed, that week, with actual construction to begin about 3 weeks later. The schedule shows all pipe installation to be completed in about 20 weeks, with final restoration later this year. We will be discussing the timing for final paving restoration with PADOT at the pre-construction meeting.

#### Pond View Court Sewer Extension

We received the Highway Occupancy Permit from PADOT on January 22. Wexcon began installation of sanitary sewers in the rear of the properties the week of February 1. The snowfall early last week interrupted their schedule; though they did complete some test holes to verify location and depth of existing utilities. Minor revisions to the horizontal location of the manhole on Green Pond Road will be made to avoid interference with the existing water line and also stay within the eastbound travel lane. Wexcon will request a detour from PADOT for Green Pond Road rather than try to maintain one lane of traffic, and we will assist them with the detour request. Mr. Hunsberger is also working with the Township to allow the use of Township streets as part of the detour.

#### Oakland Road Sewer Extension

There is nothing new to report on this project. We still intend to bid this project in March with bids due in April and a start date in June.

#### Annual Report

The Annual Report of the Consulting Engineer was completed and distributed to the Trustee, Authority members and staff, and the Township Commissioners and staff on January 21. We will be happy to answers any questions the Authority may have on the report.

### Chapter 94 Reports

The Chapter 94 Questionnaire for the Easton Area Joint Sewer Authority (EAJSA) was completed and submitted to Mr. Hunsberger for signature and distribution to EAJSA and Palmer Township on January 29. The Chapter 94 Questionnaire for the City of Bethlehem was completed and submitted to Mr. Hunsberger for signature and distribution to the City on February 3.

### Tapping Fees

As a result of completion of construction of sewer projects last year (Chipman Road and Easton Avenue) and the current and upcoming construction this year (Pond View Court and Green Pond/Country Club/Church Roads) this year, we need to develop tapping fees for those areas. We are currently working on tapping fee calculations for 5 new sewer districts and a new tapping fee resolution. Mr. Hunsberger will have 5 new Exhibits prepared by his GIS consultant for those areas. We expect to have the resolution ready for adoption by the Authority at the March meeting.

#### Public Works Complex – Electrical upgrade Project

Design and specifications complete, loaded to PennBid awaiting BOC authorization to proceed to bid.

## <u>BTCC</u>

Obtained 2 quotes for steam boiler – authorization of PO planned for March.

Only locations with active projects are reported, routine PM maintenance is not reported in the monthly report. For information on PM programs, IT, minor repairs, and services please email me at <u>shunsberger@bethlehemtwp.com</u>

## CCTV and Jetting

Active - Jetting and CCTV normal operations.

#### Housenick mansion

No major work scheduled.

Surveillance System evaluation being conducted for all PS locations based on Annual inspection.

Pump Station #3 being evaluated for site improvements; fence replacement, landscaping, and clean-up.

#### Information Services

Project Description	Status
Single Label Domain – Rebuild entire domain from single BTBOCD to New Domain AD.Bethlehemtwp.org	Completed
Firewall Upgrade from Cisco 5512x to Dual Fortinet FWF-61E	Completed
Installed, tested, added 3 year maintenance	

Completed
Completed
Completed
Project Completed
Completed
Completed
Completed

Last Step is Updating Password Policy Requirements	
	Completed
Virtual Server - Mail02 in the new domain has been retired due to redirect of on premise mail to cloud host MS365	
MailO2 –has been removed from Sentinel5 Decommissioned	Completed
Workstation Upgrades - Windows 7 Pro to Windows 10 Pro	Completed
54 Units configured / added to domain	completed
Police Department – Repair to Police Laptop – Broken	
Screen	In Progress
CCTV Truck Update – Configuring new Windows 10 Machine,	In Progress
Data Hard Drives have been ordered. Machine is complete, waiting on new software for Laser Profiler & WinCam	
<b>New Primary Domain Controller</b> – New Server & all parts have	
Arrived, Unit is built & ready for Configuration. This unit will become the new PDC for the Domain - Sentinel 2 will be replaced as the PDC and DNS Server. Project is underway, OS loaded, Domain Configuration, DNS, DHCP scope set up, staging of files shares	
All File Shares have been moved, shortcuts to users configured	
DHCP & DNS, plus Active Directory Roles – Admin	Completed
Finance Department Banking – Is utilizing a Remote	
Deposit Capture Device (Check Scanning) Scanning of Checks will replace having to Courier Checks to the Bank, this will free up police time. Testing in Finance and Andy will consider this service for BTCC in future as well, to date testing is going well and check deposits are now being scanned directly to the bank on a daily basis	
	Completed

Finance Department Software – SERENIC/Microsoft	
has notified Andy	
That we must be partnered with a certified partner by October 2020, our current KNK partner will no longer be certified by SERENIC. Andy has done diligence in securing a new certified partner, INTELICE Solutions, LLC. Andy will be submitting a motion to approve a Professional Services Agreement at an upcoming BOC meeting. Software migration has been approved, Andy Freda & I are working through the project steps with the vendor, we are hoping to transition by end of Sept 2020	
Migration of Data has been completed, user configurations are completed, currently testing, Final Migration scheduled for October 13 <sup>th</sup> , 2020	
	Completed
Finance Department Billing Software – To further contemporize the department, Andy is exploring migrating the utility billing package (Harris – Flexi- Bill/Cash Receipts) to a cloud based platform effective with the 2021 budget	In – Progress
Trane HVAC Controls – working directly with Technician to migrate host machines at MB/BTCC to Windows 10 Pro (TWP Provided) from XP Pro, migration includes updating version Tracer Summit 16 to version 17 that is compatible with Windows 10, this is the last stop gap for control of HVAC units	
	Completed
Trane HVAC Control Upgrade/Chiller Replacement	
- Evaluating HVAC control upgrades in sync with Chiller Upgrade. Trane will provide cost to replace current 90T Chiller unit. Upgrade Tracer Controls, and also provide a quote for Emergency System Back-up in the event the Chiller fails. We have secured estimated pricing for replacement of chiller and controls, will submit into the Capital Budget for 2021, will suggest financing the	
project over 5 years	BOC has approved

Submitted for 2021 Budget Project	Financing In- Progress
On-site meeting scheduled for Nov 12 <sup>th</sup> with Trane for	
1 <sup>st</sup> Walk through and project discussion	Pre-job meeting
December 11 <sup>th</sup> Final proposal scheduled on Zoom	Equipment Ordered
Will be submitting to BOC for approval to proceed	
Software Analysis – IT Staff is currently investigating internal software options for Cyber Security Breaches. Current tools in place include barracuda email scanning, web browsing scanning tools, firewall security, malware scanning. This analysis is to identify software that will monitor our internal network in the event of a data / AD user breach. Currently working with INFRADapt and	Software has been Installed & port mirroring has been enabled. SQL server set to receive daily logs. System being fine-
Steal-bits. Will continue researching best option for Twp Network Security. Waiting on Final Quote from Alien Vault, will be submitted to BOC for possible approval by October 2020, with Setup – Configuration by end of 2020	tuned. Portal is 100% setup.
Moving forward to project Implementation under BPO	Project Completed
No timeline for project start time has been resolved to date	
Licensing has been ordered from AlienVault – Switch Configuration is being scheduled for mid-December 2020	
<b>Zoom Virtual Meetings</b> – IT Director Steve Hunsberger has worked to secure all virtual meetings to protect zoom bombing, so far we have had several meetings with no incidents. Overall since initial implementation we have hosted dozens of meetings with only 1 incident. Steve has provided more staff with training/hosting permissions to provide meetings now for Recreation, BTCC online classes, Planning, Zoning, & Construction, Fire Relations Committee. Zoning officer Matt Lubitz, Director Raudenbush, Township Manager Doug Bruce, and Public Works, Rich Kanaskie are all being trained to schedule and host their own meetings. Support for meetings is being provided by Steve Hunsberger & Matt Miranda.	
Municipal Meeting Room – Installed USB Device to sound system to provide zoom users to participate in live meetings, listen and speak if needed from laptop	

hosting future zoom meetings	
	Project Completed

• <u>PPIS Sanitary Sewer Maintenance Team</u> – Pending - evaluating switching Flexi data CCTV software to WinCam, in order to update the public sewer field operations, and WinCam appears to offer a much more appropriate approach to entire public sewer system maintenance. Basically, as the team progresses through a designated sewer shed, they will not leave it until; lines are

## **Under Review**

- 1. <u>112 12<sup>th</sup> Street (BT400)</u> Plans reviewed (resubmission required);
- 2. 3022 Place (BT321) Land Development Plans reviewed (no comments);
- 3. <u>Basile Senior Housing (4023 Oakland Road)(BT156)</u> Plans reviewed (resubmission required);
- 4. <u>Birches at Bethlehem (BT315)</u> Land planning received; Resubmission required; ROC request letter provided;
- <u>Christine St. & Hay Avenue (BT323)</u> Plans reviewed (resubmission required); ROC request letter provided;
- <u>Dutt Tract (BT304)</u> Sketch Plan reviewed (no comments at this time); Planning meeting held 4/19/17 with developers engineer ARRO;
- <u>Freemansburg Square (BT126)</u> Revised plans reviewed (resubmission required); Sketch Plan reviewed (no comments at this time);
- <u>Grace Church Bethlehem (BT322)</u> Plans reviewed (resubmission required); ROC request letter provided;
- 9. <u>Greek Orthodox Annunciation Church (BT286</u>) Plans reviewed; Land planning required before Final Approval;
- 10. Harvey's Corner (BT320) Sketch plan reviewed (no comments);
- 11. <u>Hecktown Road Business Park Lots 6 & 7 (BT317)</u> Planning items reviewed & plan resubmission is required;
- 12. <u>Hope Road Commercial Development (BT277)</u> Sketch plan reviewed (no pents)

comments);

- 13. Justice Grown Medical Marijuana Dispensary (BT400) Wastewater flow data requested;
- 14. <u>King's View Avenue Medical Office Building (BT308)</u> Sketch Plan reviewed (no comments); Plan review escrow required;
- 15. <u>Lehigh Valley Charter Academy (BT316)</u> Reviewed by ARRO (resubmission required);
- 16. <u>Lehigh Valley Underground (BT312)</u> Plans reviewed (resubmission required);
- 17. Louise Moore Park Maintenance Building (BT400) Plans currently under review;
- 18. LVIP IV Lot 17A (BT400) Reviewed Sketch Plan (no comments at this time);
- 19. <u>LVIP VI Lot 44 Fairfield Inn & Suites (BT314)</u> Plans reviewed; (plan review escrow required);
- 20. <u>Meals on Wheels Addition (BT309)</u> Plans reviewed and wastewater flow data was requested;
- 21. Members First Federal Credit Union (BT325) Plans currently under review;
- 22. <u>Mill Creek Corporate Center/Business Park (BT282)</u> Plans reviewed by

ARRO (resubmission required);

- 23. <u>MNB Properties Office & Garage (BT306)</u> Plans reviewed (resubmission required); Comments on hold pending establishment of escrow;
- 24. <u>Notre Dame High School Auditorium Addition (BT400)</u> Wastewater flow data requested;
- 25. <u>Panda Express (Bethlehem Square Shopping Center)(BT400)</u> Sketch Plan reviewed (no comments at this time);
- <u>River Hill Estates (BT313)</u> Plans reviewed; Land planning required before Final Approval; ROC request letter provided; ROC fee required for Final Plan approval;
- 27. Star Auto Mall (BT327) Sketch Plan reviewed (no comments at this time);
- <u>TSAN Green Pond Road (BT400)</u> Reviewed Plan (no comments at this time);

# II. Pending Construction

- <u>2115 112<sup>th</sup> Street Pavlish Lateral (BT326)</u> Lateral installation to be scheduled;
- 2. 4006 Wm. Penn Highway Ali Proposed Med Office (BT228);
- 3. American Bank (BT201) Issued final certificate 6/18/09;
- 4. <u>Lands of Edward Youwakim (BT151)</u> Issued revised final certificate 4/19/11; Escrow again requested 7/11/11;
- 5. Lift-All East, Inc. (BT145) Connect Monitoring MH to existing lateral;
- 6. <u>Devine Subdivision (BT252)</u> Construction escrow required;
- <u>LVIP VI Lot 43 (BT255)</u> Final Plans reviewed; Pre-construction meeting held 9/30/18; Shop drawings, escrow & cut sheets required;
- 8. <u>3025 Northampton Street Lateral Installation (BT294)</u> Lateral location to be staked by developer and escrow established;
- 9. Oakland Road Sanitary Sewer Extension (20007C) -
- 10. <u>River Hill Estates (BT313)</u> Pre-construction conference held 1/13/21; Work scheduled to start end of January 2021;
- 11. <u>Washington Park Estates (BT197)</u> Pre-construction conference required; 1 set of Final plans required prior to preconstruction conference;

# III. Under Construction

- <u>1700 2<sup>nd</sup> St. & Lindberg Lateral Installation (BT324)</u> Work completed 10/2; Permanent road restoration required; Lateral installation invoice approved 11/17/20;
- <u>4217 Fritch Drive (BT310</u>) Pre-construction conference held 11/19/19; Monitoring manhole installed 1/21/20; Vacuum test 30 days after frame & cover installed;
- Green Pond Country Club/TOA PRGCC (BT280) Pre-construction conference held 8/19/19; Additional sanitary sewer pre-construction conference scheduled for 8/26/19; Construction to start in second half of September; Post-pre-construction coordination meeting held 8/29/19; Scheduled to start 9/30/19; Sanitary sewer shop drawings reviewed; Construction in progress; 30 day test waiting period ends 11/22/19 for gravity system, and ends 12/11/19 for force main; Flushing & televising of loop around club house is performed by BTMA; Pipe and manhole testing (gravity & force main) of loop completed 2/6/20;
- Pond View Court Sanitary Sewer Extension (19007E) Construction bids received 9/1/20; Pre-construction conference held 9/21/20; PENNDOT HOP received 1/22/21; Construction started 1/19. Site meeting w/PENNDOT scheduled for 2/1/21;
- <u>William Penn Commons (BT261)</u> Pre-construction meeting held 7/10/12; Shop drawings received; PENNDOT HOP received; Site meeting was held on 12/11/12 with PENNDOT; on-site construction completed 2/8/13; PENNDOT

work delayed; Letter issued 5/23/14 re condition of manholes; Meeting with developer, design engineer & BTMA scheduled for 8/27/14; New PENNDOT HOP required;

6. <u>Nancy Run Estates Phase 7 – 10 (BT290)</u> – Pre-construction meeting held 8/8/19; 2 complete sets of Final Plans received 10/16/19; Anticipated start is Oct/Nov; BTMA TV investigation of 10<sup>th</sup> Street laterals performed 9/24/19; 10<sup>th</sup> Street lateral installations performed week of 11/4/19; Construction continues; Pipe air pressure testing in loop performed 5/59/20 & mandrel testing completed 6/2/2020; Manhole testing in Orth & Trythall completed 11/20/20; Air pressure testing outside of loop completed 11/20/20 as well, mandrel testing is remaining;

# IV. Require As-Built/Testing/Final or Maintenance Inspection

- <u>5000 Township Line Road (BT311)</u> 2 sets of plans required; Preconstruction conference held 2/7/19; Construction to start week of 2/18/19; Plan revisions required due to gas conflict; Construction started 3/18/19; Construction completed 3/29/19; Pipe testing performed 6/18/19; Manhole testing required after 4/29/19; Permanent paving restoration performed 6/21/19 (street & driveway); As-Builts satisfactory & electronic version received; Final Inspection performed 10/11/19 with items to be addressed; Follow-up Final Inspection performed 11/27/19 with items to be addressed; Maintenance Period started 12/4/19 and ends 6/4/21 (schedule Maintenance Inspection 5/4/21);
- <u>8030 William Penn Highway (BT275)</u> Pre-construction meeting held 6/30/16; PENNDOT manhole approval received; Construction started January 13, 2017; Testing, flushing & televising completed 3/28/17; As-Builts reviewed & final submission received; Final Inspection performed 3/30/17 & follow-up Final Inspection performed 4/3/17 with work items required; Watertight manhole frame & cover installed on doghouse manhole 5/16/17; Follow-up Final Inspection performed 6/8/18 with field items addressed; Maintenance Inspection performed 3/6/20 - field work items not complete;
- Bethlehem Area Vocational Technical School (Haines Property/Skills <u>Hill)(BT258)</u> – Two sets of signed and sealed plans required prior to construction; Pre-construction meeting held 9/11/15; Construction completed 11/18/15; Air pressure testing performed 5/20/16 & mandrel testing performed 12/22/15 & 12/28/15; Manhole vacuum testing completed 11/4/16; Pipe televising performed 9/28/16; Final Inspection performed January 12, 2017 with items to be addressed; Follow-up Final Inspection performed 1/20/17 with all field items satisfactorily addressed; As-Builts reviewed (mylar or .pdf required) – 2<sup>nd</sup> request issued 11/5/18; 3<sup>rd</sup> request issued 1/29/19; As-Built .pdf received 2/7/19; Maintenance Inspection required;
- 4. <u>Birchwood Commons (BT191)</u> Pre-construction meeting held 7/19/12; Additional pre- construction meeting held 7/10/15; Construction started 11/16/15. Tie-in manhole base to be retained and filled with concrete for future BTMA pipe lining project; Partial testing performed 3/23/16; Construction restarted March 21, 2017; Construction completed 4/24/17 & testing can be performed after 5/24/17; Last of pipe testing scheduled for 6/6/17 – manhole testing performed; Final Inspection performed 12/13/18 with items to be addressed; As-Builts required - 2<sup>nd</sup> request issued 1/29/19; Follow-up Final Inspection performed 3/28/19; Follow-up Final Inspection performed again on 5/1/19 with all field work items satisfactory; As-Builts (final electronic version) received 8/23/19;
- 5. <u>Brodhead Road Distribution Center (BT302)</u> Pre-construction meeting held 4/25/18; Construction scheduled to start 7/24/18; Shop drawings reviewed

6/22/18; Cut sheet reviewed 8/30/18; Construction agreement & escrow received 9/4/18; Construction completed 11/1/18; Pipe testing performed 2/15/19; Manhole testing & pipe flushing & televising performed satisfactorily 6/4/19; As-Builts required; Final Inspection performed 11/26/19 with field items to be addressed; Follow-up Final Inspection performed 1/7/20 with field items to be addressed; Follow-up Final Inspection performed 2/12/20 with field items satisfactorily addressed;

- 6. <u>Charles Chrin Comm. Center of Palmer Twp.</u> Requires vacuum testing, Final Inspection and As-Builts;
- <u>CHS Medical Office LVIP 4 Lot 26B (BT166)</u> Pending Maintenance Inspection;
- 8. <u>CVS Dischinat (BT253)</u> Apartments sanitary sewer manhole vacuum test completed 5/12/11;

Final Inspection was performed 5/18/11 with all items satisfactory; Maintenance Inspection required;

- <u>Chipman Rd Sanitary Sewer Extension (20007A)</u> Work scheduled for late in week of 6/8/20 or week of 6/15/20; Work started 6/15/20; Work expected to be completed week of 6/22/20; Construction completed 6/23/20; Testing can be performed 7/23/20; Sod needs to be placed; Testing performed satisfactorily 7/28/20;
- <u>Easton Avenue Sanitary Sewer Extension (20007B)</u> Site meeting w/contractor & BTMA staff held on 5/59/20; Plan revisions required; PP&L fee for holding pole waived & is scheduling work- could be performed in July 2020; Construction started 8/19/20 with PP&L to hold pole 8/20/20; Construction completed 8/20/20; Manhole & mandrel tests being scheduled after 9/20/20; Restoration required; Contractor pay request reviewed 9/18/20; Mandrel & manhole tests performed 9/25/20 satisfactory; Final Inspection performed 9/25/20 with items to address; Restoration work still required;
- 11. <u>Freemansburg Dental (BT266)</u> Pre-construction conference held 7/30/14; Meeting w/BTMA & BTMA contractor scheduled for 9/29/14; BTMA contractor installed lateral and monitoring manhole 12/9/14; Manhole vacuum testing was performed 2/18/15; As-Builts reviewed & .pdf received; Final Inspection performed 6/25/15; Maintenance Inspection required;
- 12. LVIP IV Lot 55 & 56 Fresh Pet (BT268) Lateral installed 9/19/19;
- 13. <u>LVIP IV Lot 57 Freshpet (BT298)</u> Site meeting held 5/11/18 with BTMA, developer and engineer; Two complete sets of plans received 6/10/19; Pre-construction meeting scheduled for 7/22/19; Cut sheets reviewed 7/18/19; Shop drawings reviewed (additional required); Construction completed 8/14/19; Pipe testing & CCTV completed 8/14/19; Manhole vacuum testing and Final Inspection performed 1/24/20 with field items to be addressed; As-Builts required; Lateral installed 9/19/19; Follow-up Final Inspection performed 3/6/20 with all field work items satisfactory; 18 month Maintenance Period Inspection due 9/6/21;
- 14. Madison Farms Phase 1 (BT260) Maintenance Inspection required;
- 15. Madison Farms Phase 2 (BT260) Maintenance Inspection required:
- 16. Madison Farms Phase 3 (BT260) Maintenance Inspection required;
- 17. Madison Farms Phase 4 (BT260) Maintenance Inspection required;
- 18. Madison Farms Phase 5 (BT260) Maintenance Inspection required;
- 19.<u>McDonald's Re-Build Rt. 191 (BT289)</u> Pre-construction meeting held 5/1/17; Lateral investigation scheduled for 5/22/17 showed broken pipe; Site meeting with BTMA contractor 5/23/17 to provide price for McDonald's payment; Site meeting 5/31/17 with NCCD, BTMA & contractor, & site manager re E & S requirements; Monitoring manhole installation performed without observation notice; Pipe installation completed 6/12/17; Pipe and

manhole testing performed 7/11/17; Final Inspection performed 8/15/17 with field items to be addressed; As-Builts reviewed (resubmission required); As-Builts requested; 3<sup>rd</sup> request issued 1/29/19;

- 20. <u>Negrao (BT105)</u> City of Bethlehem; As-Builts required;
- <u>Vineyard at Wagner Farms Phase 8 (BT148)</u> –Reviewed As-Builts (mylar to be submitted). Final Inspection performed 11/11/11 and no field work items remain to be addressed; Project close-out pending;
- 22. <u>William Penn Commons (BT261)</u> On-site sanitary sewer testing completed 5/31/13; As-Builts required;

## V. As-Built in Progress

- 1) GIS Updating for BTMA (BT405)
  - A. LVIP VI Lot 25A With BTMA staff;
  - B. LVIP VI Lot 9 BGSD With BTMA staff;
  - C. LVIP VI Flexicon Expansion With BTMA staff;
  - D. NCACC Dorm Expansion With BTMA staff;
  - E. Freemansburg Dental With BTMA staff;
  - F. Freemansburg Avenue Corridor Improvements With BTMA Staff
    - G. Meyer Lane Apartments With BTMA Staff
    - H. BAVTS Skills Hill With BTMA Staff
  - I. Our Lady of Perpetual Help Emergency Repair With BTMA Staff
  - J. Madison Farms Phase 1 With BTMA staff
  - K. Madison Farms Phase 3 With BTMA staff
  - L. 5000 Township Line Road With BTMA Staff
  - M. Madison Farms Phase 2 With BTMA staff
  - N. Madison Farms Phase 4 With BTMA staff
  - O. Madison Farms Phase 5 With BTMA staff

## VI. As-Builts Completed, Mylars Received, in GIS

## VII. Miscellaneous

- 1) Chapter 94 Report (BT400) -
- 2) <u>William Penn Highway/Indiana Street (BT400)</u> Gravity and LPSS lateral investigation;