

**BETHLEHEM TOWNSHIP PHYSICAL PLANT AND IT REPORT  
BETHLEHEM TOWNSHIP MUNICIPAL AUTHORITY  
August 2020**

BETHLEHEM TOWNSHIP MUNICIPAL AUTHORITY

Church Road/Green Pond Road Sewers

Work continues with TOA installing sewers within the subdivision. They have completed work through the golf course after encountering heavy rock most of the way. Work continues on Pump Station 12. The pump equipment and emergency generator have been installed and the building is now under roof.

LB Industries began mobilizing equipment and setting up E & S controls in late July. Excavation began in late July. The current schedule shows the station ready for service in late October/early November. They have submitted another Application for Payment covering mobilization and E & S set-up.

We know for sure that we won't hear anything from the Commonwealth Financing Authority regarding any grant award until after their September 15 meeting. We will be having another virtual meeting with the financial people August 20.

Specifications and bid documents for the proposed sewers on Green Pond Road, Country Club Road and Church Road will be finalized shortly. We expect to advertise for bids later this year, most likely after receiving word on any grant money being available, with the intent of starting construction in the spring of 2021.

Northeast Trunk Sewer

Flows for the first six months averaged slightly over 1.73 mgd, about the same as the last 2 quarters of 2019 after repairs were completed, but about 0.6 mgd less than the first quarter of 2019. Second quarter flows were down to 1.66 mgd, even less than the first quarter. Rainfall continues to be below normal, with an average of less than 3 inches per month for the first half of the year. Rainfall in July was close to 5 inches. We may have flows for July prior to the Authority meeting.

The Highway Occupancy Permit for the emergency repairs on Willow Park Road has been closed out with PADOT.

### Chipman Road Sewer Extension

The Contractor began testing the lines and manholes on July 28 after the 30-day waiting period, and all lines and manholes passed the required tests and the project is substantially complete and ready for connections. The Contractor also addressed outstanding construction-related punchlist items. The recent heavy rains caused settlements along the easement and some of the grass needs additional seeding. The Contractor has been notified about the problems.

The Contractor has submitted the second (final) Application for Payment in the amount of \$3,165.29, which represents the release of the 5% retainage previously withheld, for a total construction cost of \$63,305.80. The Contractor has submitted the required as-built mark-ups and we are preparing the Record Drawings. The necessary closeout documents have been submitted and once the Contractor addresses the restoration issues, final payment can be made.

### Pond Circle Sewer Extension

We received comments from PADOT on the Highway Occupancy Permit application, we addressed their comments, and have re-submitted the application. We finalized the specifications and bid documents and uploaded the documents to PennBid. The advertisement for bids was placed in the newspaper on August 3 and August 7, and we went live on PennBid on August 3. The bid date is September 1 via PennBid.

We had a Zoom meeting with two of the property owners regarding the right-of-way acquisitions required. They have no major issues with the sewer, but do have some drainage issues which the Authority may be able to address during construction. We will be meeting them in the field on the 13<sup>th</sup>.

### Oakland Road Sewer Extension

We are currently working on finalizing the specifications and bidding documents for the project. We should be ready to advertise for bids within the next month.

### Easton Avenue 2-lot Sewer Extension

Joao & Bradley is schedule to begin work August 17.

Palmer Township, Bethlehem Township Intermunicipal Sewer Service Agreement: Complete and executed.

Public Works Complex – Electrical upgrade Project  
Engineering analysis underway, site assessment complete.

BTCC

Steam Boiler replacement quoting being performed.

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 [shunsberger@bethlehemtwp.com](mailto:shunsberger@bethlehemtwp.com)

Stormwater

A deteriorating drainage pipe on Oakland Road, including an inlet to be replaced as part of the BTMA public sewer extension.

CCTV and Jetting

Active - Jetting and CCTV normal operations.

Electrical Conservation, Traffic Control and Lighting

Green-light-go Grant PADOT application filed – Grant awards withdrawn due to lack of funding

Housenick mansion

No major work scheduled. Security system repair being performed.

## Information Services

Project Description	Status
<p><b><u>Single Label Domain</u></b> – Rebuild entire domain from single BTBOCD to New Domain AD.Bethlehemtwp.org</p>	Completed
<p><b><u>Firewall Upgrade</u></b> from Cisco 5512x to Dual Fortinet FWF-61E  Installed, tested, added 3 year maintenance</p>	Completed
<p><b><u>Office Suite</u></b> - 2010 migration to Office 2019</p>	Completed
<p><b><u>Exchange Server</u></b> - 2010 Migration to MS Exchange Cloud</p>	Completed
<p><b><u>Microsoft Navision</u></b> on-Premise to Microsoft Cloud Dynamics Hosted</p>	Completed
<p><b><u>Rec-Trac Database</u></b> Migration version 10.3 to 3.1 on premise  Web-Trac version 10.3 to 3.1 cloud  BTCC Director submitted for Grant approval to move on premise software to hosted cloud solution (In-progress) to date no approval has been received</p>	Completed
<p><b><u>ANTIVIRUS</u></b> -Symantec Antivirus Migration to AVAST Cloud Portal</p>	Completed
<p><b><u>Barracuda</u></b> on Premise Email Security Migration to Cloud Portal  Firewall Ports configured, tested, mail redirected from on Premise Server to flow into cloud security &amp; MS 365</p>	Completed
<p><b><u>Network on premise Servers</u></b> - Citrix 2 – Mail01- NAV-SQL Servers are being reconfigured as Back-up servers in the event of on premise failures. Units will be</p>	In - Progress

reconfigured / renamed in the new AD.BETHLEHEMTWP.ORG Domain	
<b><u>Virtual Server</u></b> - Mail02 in the new domain has been retired due to redirect of on premise mail to cloud host MS365	Completed
<b><u>Workstation Upgrades</u></b> - Windows 7 Pro to Windows 10 Pro  54 Units configured / added to domain	Completed
<b><u>Police Department</u></b> – Repair to 2 Damaged Laptops both Screen  Needed to be replaced	Completed
<b><u>Finance Department Repair</u></b> – Replace Failed SSD Drive in workstation Reloaded Windows 10 pro, installed all proper applications	Completed
<b><u>New Primary Domain Controller</u></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. Working with vendor on final configuration/roles/etc.,	In - Progress
<b><u>Finance Department Banking</u></b> – 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	In – Progress
<b><u>Finance Department Software</u></b> – 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.	In - Progress

<p>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</p>	
<p><b><u>Finance Department Billing Software</u></b>– 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</p>	<p>In – Progress</p>
<p><b><u>Trane HVAC Controls</u></b> – 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.</p>	<p>In - Progress</p>
<p><b><u>Trane HVAC Control Upgrade/Chiller Replacement</u></b> - 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.</p>	<p>In - Progress</p>
<p><b><u>Software Analysis</u></b>– 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 Steal-bits. Will continue researching best option for Twp Network Security</p>	<p>In – Progress</p>
<p><b><u>Zoom Virtual Meetings</u></b> – IT Director Steve</p>	<p>In - Progress</p>

<p>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, &amp; 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 &amp; Matt Miranda.</p>	
<p><b><u>Audio Recording of BOC Meetings -</u></b> When the Township returns to normal operations and in person meetings resume, we will have the ability to record all live meetings for Audio (Not Video) and post each meeting to our website. This will give interested parties the opportunity to listen to the meetings at any time. In the future we can also add in any other public meetings and post them as well. Zoning Hearing, Parks &amp; Recreation, etc. All equipment has been installed &amp; tested to accommodate the recordings of the meetings.</p>	<p>Completed</p>

- PPIS Sanitary Sewer Maintenance Team – 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

## **Status of Bethlehem Township Municipal Authority Projects**

Week of Monday, August 3, 2020

### **I. Under Review**

1. 2112 12<sup>th</sup> Street (BT400) – Plans reviewed (resubmission required);
2. 3022 Place (BT321) - Sketch plan reviewed (no comments);
3. Basile Senior Housing (4023 Oakland Road)(BT156) – Plans reviewed (resubmission required);
4. Birches at Bethlehem (BT315) – Land planning required before Final Approval;
5. Dutt Tract (BT304) – Sketch Plan reviewed (no comments at this time); Planning meeting held 4/19/17 with developers engineer ARRO;
6. Freemansburg Square (BT126) – Revised plans reviewed (resubmission required); Sketch Plan reviewed (no comments at this time);
7. Greek Orthodox Annunciation Church (BT286) – Plans reviewed; Land planning required before Final Approval;
8. Harvey's Corner (BT320) - Sketch plan reviewed (no comments);
9. Hecktown Road Business Park Lots 6 & 7 (BT317) – Planning items reviewed & plan resubmission is required;
10. Hope Road Commercial Development (BT277) – Sketch plan reviewed (no comments);
11. Justice Grown Medical Marijuana Dispensary (BT400) – Wastewater flow data requested;
12. King's View Avenue Medical Office Building (BT308) – Sketch Plan reviewed (no comments); Plan review escrow required;
13. Lehigh Valley Underground (BT312) – Plans reviewed (resubmission required);
14. Louise Moore Park Maintenance Building (BT400) - Plans currently under review;
15. LVIP IV Lot 17A (BT400) – Reviewed Sketch Plan (no comments at this time);
16. LVIP VI Lot 44 Fairfield Inn & Suites (BT314) – Plans reviewed; (plan review escrow required);
17. Meals on Wheels Addition (BT309) – Plans reviewed and wastewater flow data was requested;
18. Mill Creek Corporate Center Ph 1 (BT282) – Plans reviewed by ARRO (resubmission required);
19. MNB Properties Office & Garage (BT306) - Plans reviewed (resubmission required); Comments on hold pending establishment of escrow;



20. Notre Dame High School Auditorium Addition (BT400) – Wastewater flow data requested;
21. Panda Express (Bethlehem Square Shopping Center)(BT400) - Sketch Plan reviewed (no comments at this time);
22. River Hill Estates (BT313) – Plans currently under review; Land planning required before Final Approval;
23. TSAN Green Pond Road (BT400) – Reviewed Plan (no comments at this time);

## **II. Pending Construction**

1. 4006 Wm. Penn Highway – Ali Proposed Med Office (BT228);
2. American Bank (BT201) – Issued final certificate 6/18/09;
3. Lands of Edward Youwakim (BT151) – Issued revised final certificate 4/19/11; Escrow again requested 7/11/11;
4. Lift-All East, Inc. (BT145) – Connect Monitoring MH to existing lateral;
5. Devine Subdivision (BT252) – Construction escrow required;
6. LVIP VI Lot 43 (BT255) – Final Plans reviewed; Pre-construction meeting held 9/30/18; Shop drawings, escrow & cut sheets required;
7. 3025 Northampton Street Lateral Installation (BT294) - Lateral location to be staked by developer and escrow established;
8. Washington Park Estates (BT197) – Pre-construction conference required; 1 set of Final plans required prior to preconstruction conference;
9. Easton Avenue Sanitary Sewer Extension (20007B) – 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;

## **III. Under Construction**

1. 4217 Fritch Drive (BT310) – Pre-construction conference held 11/19/19; Monitoring manhole installed 1/21/20; Vacuum test 30 days after frame & cover installed;
2. 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;

3. William Penn Commons (BT261) – 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;
4. Nancy Run Estates Phase 7 – 10 (BT290) – 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 & mandrell testing completed 6/2/2020; Manhole testing scheduled for 7/2/20 as well as easement pipe testing;

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

1. 5000 Township Line Road (BT311) – 2 sets of plans required; Pre-construction 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);
2. 8030 William Penn Highway (BT275) – 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;
3. Bethlehem Area Vocational Technical School (Haines Property/Skills Hill)(BT258) – 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. Birchwood Commons (BT191) – 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. Brodhead Road Distribution Center (BT302) – 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;
6. Charles Chrin Comm. Center of Palmer Twp. - Requires vacuum testing, Final Inspection and As-Builts;
7. CHS Medical Office – LVIP 4 Lot 26B (BT166) – Pending Maintenance Inspection;
8. CVS – Dischinat (BT253) – Apartments sanitary sewer manhole vacuum test completed 5/12/11; Final Inspection was performed 5/18/11 with all items satisfactory; Maintenance Inspection required;
9. Chipman Rd Sanitary Sewer Extension (20007A) – 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;
10. Freemansburg Dental (BT266) - 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;
11. LVIP IV Lot 55 & 56 Fresh Pet (BT268) – Lateral installed 9/19/19;
  12. LVIP IV Lot 57 Freshpet (BT298) – 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;
  13. Madison Farms Phase 1 (BT260) – Partial mandrel & air pressure pipe testing performed; Manhole vacuum testing performed 4/21/15; Pipe flushing & televising performed 3/24/15; Final Inspection performed 12/13/16; Follow-up final Inspection performed 3/10/17 with all field items satisfactorily addressed – report issued 6/5/17 with field item to be addressed; Revised As-Builts satisfactory & electronic final version for GIS received 6/11/19; Follow-up Final Inspection performed 12/9/19 with all field work items satisfactorily addressed; Maintenance Inspection required;
  14. Madison Farms Phase 2 (BT260) – Testing, flushing & televising performed 11/17/16; As-Builts reviewed (PDF received 10/17/19); Final Inspection performed 12/9/19 with field work items to be addressed; Follow-up Final Inspection performed 5/7/20 with all field work items satisfactorily addressed; Maintenance Inspection required;
  15. Madison Farms Phase 3 (BT260) – Testing, flushing & televising performed 11/17/16; As-Builts requested; Revised As-Builts satisfactory and electronic version received 7/2/19; Final Inspection performed 12/9/19 with all field work items satisfactorily addressed; Maintenance Inspection required;
  16. Madison Farms Phase 4 (BT260) – Partial pipe testing performed 4/28/17 & 6/21/17; As-Builts required; Pipe repair between MH 17 & MH 30 addressed 6/9/17; Pipe repair addressed 6/17/17 between MH 16 & MH 17; As-Builts reviewed (PDF received 10/17/19); Final Inspection performed 12/9/19 with field work items to be addressed; Follow-up Final Inspection performed 5/7/20 with all field work items satisfactorily

- addressed; Maintenance Inspection required; TV & flushing reported 7/1/20 by BTMA as complete;
17. Madison Farms Phase 5 (BT260) – Pipe testing performed 2/6/18; As-Builts required; Manhole testing performed 9/12/18; As-Builts reviewed; Signed & sealed PDF requested 11/18/19; Revised As-Builts satisfactory and electronic version received 11/19/19; Final Inspection required; TV & flushing reported 7/1/20 by BTMA as complete; Final Inspection performed 7/24/20 with field items to be addressed;
  18. McDonald's Re-Build – Rt. 191 (BT289) - 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;
  19. Negrao (BT105) – City of Bethlehem; As-Builts required;
  20. Vineyard at Wagner Farms – Phase 8 (BT148) –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;
  21. William Penn Commons (BT261) – 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) – Provided to BTMA staff 1/3/20;
- 2) William Penn Highway/Indiana Street (BT400) – Gravity and LPSS lateral investigation;

**VIII. Review Complete – No Field Work**