

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

**Church Road/Green Pond Road Sewers**

The pump package and control panel for Pump Station 11 have been released for production, with the expected delivery for the pump package to be up to 16 weeks. The control panel should be completed prior to that. Contractor still anticipates beginning field work around mid-March or early April. On February 3 the Township Commissioners approved a waiver from SALDO requirements for the pump station and the building permits have been issued.

We are currently working on finalizing bidding documents and specifications for the sewer extensions. We have broken the project into two sections (but only one contract) to help with tapping fee calculations (special purpose fee component). We recently met with Township Public Works personnel to discuss restoration requirements for Church Road and the Township portion of Country Club Road.

We don't expect to hear anything about possible receipt of grant funds for the sewer installation until mid-March or maybe not until mid-May. Authority and Township reps had a conference call with financial advisors on February 3rd to discuss financing options and an estimated timeline for financial need and will have another conference call on February 20<sup>th</sup>.

PADOT is requiring financial security as part of the Highway Occupancy Permit (HOP) for the sewers on Green Pond Road and Country Club Road. They are willing to accept a bond in lieu of a letter of credit. We recently submitted another revised traffic control plan to PADOT, which represents the final remaining item prior to issuance of the HOP.

We continue to work with TOA's Contractor on submittals for Pump Station 12. The prefabricated pumps and piping have been released for production with an expected delivery time of up to 16 weeks. The control panel has also been approved. We met with TOA representatives and went over color selections for the architectural features (block, doors, shingles, siding, trim, etc.). We have also notified the contractor for Pump Station 11 of those same color selections.

We are requesting approval to advertise for bids for the sewer installation work in March, with a bid date in early April.

**Northeast Trunk Sewer**

We have not yet received flow data for January. Rainfall in January was less than the last three months, so we would expect no substantial increase in flows. We may have January flow data prior to the Authority meeting and will provide an update at that time. Final paving on Willow Park Road is still scheduled for early spring.

**Misc. Lateral Installations and Misc. Paving**

Agreements have been executed and copies provided to the contractors. Work can begin whenever it is required.

### **Chipman Road Sewer Extension**

We are requesting approval to advertise for bids immediately, with bids due for this relatively small project in early March. Documents have been uploaded to PennBid. Letters transmitting easement agreements have been sent to the three property owners.

### **Pond Circle Sewer Extension**

We have completed preliminary plan and profile drawings and made some minor adjustments on Green Pond Road to avoid any conflict with the existing water main. We have completed a draft of the Project Manual and provided the surveyor with the necessary information for preparation of easement plans. We anticipate advertising for bids in early April with a bid date in early May.

### **Reservation of Capacity Fee**

A resolution imposing a Reservation of Capacity (ROC) fee will be presented for adoption by the Authority. An agreement between the Authority and the Township regarding collection and distribution of those fees will be considered by the Commissioners at their February 17 meeting.

### **Investigation of Asbestos-Cement Sewers**

RedZone completed the internal inspection of the 21" and 24" interceptor sewers (Nancy Run and Prospect Park) and is currently analyzing the information. A report on the condition of the sewers will take several weeks and should be available prior to the March meeting.

### **Annual Report and Chapter 94 Questionnaires**

The Annual Report of the Consulting Engineer has been completed and submitted to the Trustee as well as to the Township and the Authority. We are currently working on the Chapter 94 Questionnaires for both the City of Bethlehem and Easton Area Joint Sewer Authority, with the intent of having them completed prior to the end of the month.

### **Tapping Fees**

We have updated the tapping fee calculations using the January 2020 ENR Index. As a result of the calculations we prepared a new tapping fee resolution as well as a comparison chart of the prior fees and the recommended new fees. The resolution includes a new sewer district (District 7) which includes those lots in TOA that will utilize Pump Station 11 and the Special Purpose Fee associated with that district.

### **Oakland Road Sewer Extension**

There are about 10 properties on Oakland Road between Hecktown Road and Easton Avenue that do not currently have public sewer and at least one of those properties is having on-lot system problems. We would like approval to begin design for a sewer extension that would connect into the existing sewer at the corner of Oakland and Hecktown Roads.

### **Annual Life Safety Inspection – All Facilities**

Completed on 2/6/2020 and scheduling work required via normal PPIS work request and scheduling process – O and M – MCWO.

### **Palmer Township, Bethlehem Township Intermunicipal Sewer Service Agreement rewrite**

In progress.

### **Public Works Complex**

Project objectives to be determined.

### **BTCC**

Replacement of RTU #4 scheduled.

Evaluation of hot water supply in progress.

Evaluation of Steam room boiler replacement – design pending - ENTECH

Evaluation of gym roof and Kalwall replacement. Architectural firm site visits scheduled

Other identified 2020 project scheduling TBD.

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@bethlehemtp.com](mailto:shunsberger@bethlehemtp.com)

### **Stormwater**

Refined GPS data collection project for full system model functionality – TBD.

### **CCTV and Jetting**

In progress.

Received new Pathfinder camera and testing.

Pending notification as being selected a new pipe laser profiling equipment BETA site from the Aires CCTV sewer inspection company.

### **Electrical Conservation, Traffic Control and Lighting**

LED conversion of office spaces.

In Progress: Green-light-go Grant PADOT application filed - Traffic signals at remaining non-LED intersections awaiting award notification.

Lighting – Ongoing monthly inspections and repair dispatching.

### **Housenick mansion**

Routine inspections, no major work scheduled

## **Information Services**

- **Single Label Domain Upgrade**- Project is almost completed, One new server is needed to replace aging domain controller (Sentinel 2) All workstations, peripherals, and most servers Have been moved to the new domain ad.bethlehemtwp.org
- **Firewall Upgrade from Cisco ASA to Redundant Fortinet FWF-61E Firewall**  
– Project is completed
- **Software Upgrades for Windows Compliancy / Project Migration** – Project is less than 50% completed, currently waiting on new windows 10 pro machines to arrive, units have been on back order since December, 2019. To date approximately 30 machines have been upgraded.
- **Exchange Server 2010 Migration to Microsoft Exchange 365 Cloud** – Project is 98% completed, Remaining items include decommissioning of In-house mail server, mail redirect to MS365, and set up new mail filter system.
- **Microsoft Navision Upgrade to Microsoft Cloud Dynamics** – Project is completed
- **Rec-Trac Database Migration Project 10.3 to 3.1** – Project is completed
- **Symantec Antivirus migration to AVAST Cloud Care Portal** – Project is underway about 50% completed to date, as new units are deployed project will continue to develop
- **Barracuda On Premise/Cloud Backup** – In progress, currently evaluating options for cloud email filtering.
- **Workstation Upgrades from Windows 7 Pro to Windows 10 Pro** – Same response as item 3
- **Citrix 2** – Environment has been decommissioned, product being retired due to version 4.5 and MS Server 2008 x64 being unsupported, rules for firewall access from public IP have been terminated.

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

Week of Monday, February 10, 2020

### **I. Under Review**

1. 2112 12<sup>th</sup> Street (BT400) – Plans reviewed (resubmission required);
2. Basile Senior Housing (4023 Oakland Road)(BT156) – Plans reviewed (resubmission required);
3. Birches at Bethlehem (BT315) – Plans reviewed (resubmission required); Plan review escrow received 9/17/19;
4. Dutt Tract (BT304) – Sketch Plan reviewed (no comments at this time); Planning meeting held 4/19/17 with developers engineer ARRO;
5. Freemansburg Square (BT126) – Revised plans reviewed (resubmission required); Sketch Plan reviewed (no comments at this time);
6. Greek Orthodox Annunciation Church (BT286) – Plans reviewed (resubmission required);
7. Hecktown Road Business Park Lots 6 & 7 (BT317) – Planning items reviewed & plan resubmission is required;
8. Hope Road Commercial Development (BT277) – Sketch plan reviewed (no comments);
9. Justice Grown Medical Marijuana Dispensary (BT400) – Wastewater flow data requested;
10. King's View Avenue Medical Office Building (BT308) – Sketch Plan reviewed (no comments); Plan review escrow required;
11. Lehigh Valley Charter Academy (BT316) – Sketch Plan reviewed; Flow data under review by ARRO; Plan review escrow & agreement received 9/11/19;
12. Lehigh Valley Underground (BT312) – Plans reviewed (resubmission required);
13. Louise Moore Park Maintenance Building (BT400) - Plans currently under review;
14. LVIP IV Lot 17A (BT400) – Reviewed Sketch Plan (no comments at this time);
15. LVIP VI Lot 44 Fairfield Inn & Suites (BT314) – Plans reviewed; (plan review escrow required);
16. Meals on Wheels Addition (BT309) – Plans reviewed and wastewater flow data was requested;
17. Mill Creek Corporate Center Ph 1 (BT282) – Plans reviewed by ARRO (resubmission required);
18. MNB Properties Office & Garage (BT306) - Plans reviewed (resubmission required); Comments on hold pending establishment of escrow;
19. Nancy Run Estates Ph 7-10 Revisions (BT290) – Plans reviewed (resubmission required);
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 reviewed (resubmission required);
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;

### **III. Under Construction**

1. 3551 Country Club Road Lateral Installation (BT318) – Escrow received; Pending lateral location; Lateral installed 12/6/19; Permanent paving restoration still required; Lateral invoice approved for payment;
2. 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;
3. 4240 Nicolas Street Lateral (BT319) – Lateral installed 1/20/20; Permanent paving restoration required;
4. 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;
5. 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;
6. 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;

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

1. 1880 Chain Dam Road - Requires final paving inspection after curb replacement;
2. 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);
3. 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 required;
4. 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;
  5. 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;
  6. 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;
  7. Charles Chrin Comm. Center of Palmer Twp. - Requires vacuum testing, Final Inspection and As-Builts;
  8. CHS Medical Office – LVIP 4 Lot 26B (BT166) – Pending Maintenance Inspection;
  9. 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;
  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;
  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;
  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;
  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;
  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;
- 3) COB/BTMA Northeast Interceptor Repairs (19007C) – Site meeting held 7/1/19 to determine extent of paving requirements; Paving tentatively scheduled for late August/early September time frame; Schuylkill Paving met for site visit 8/14/19; PENNDOT HOP data provided to ARRO; Sunset Dr. emergency paving is scheduled for 9/3/19; Final pavement restoration performed 9/6/19, except for Willow Park Rd. (PENNDOT HOP) paving still to be performed; Paving invoice for Township roads processed for payment; PENNDOT HOP received and permanent paving restoration work is to be performed Spring 2020;

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