

**BETHEL TOWNSHIP MUNICIPAL AUTHORITY  
MINUTES**

**MAY 2, 2007**

The meeting of the Bethel Township Municipal Authority was called to order by Chairman David Younker at 7:05 p.m. on May 2, 2007 at the Bethel Township Community Center, Bethel PA.

Pledge of Allegiance

**Roll Call**

Chairman Younker called the roll:

Rufus Geesaman - present

Harold Gruber - present

Kevin Stupp - present

David Younker - present

Carl Weaver - present

Also present were John Roche & Andrew Gaul of Fisher Engineering, Solicitor Terry Parish, and Darlene Orendo, Secretary.

**Public Comment on Agenda**

No public comment

**Approval of Minutes**

Rufus Geesaman Gruber made a motion to approve the minutes of April 4, 2007. Second by Kevin Stupp. All agreed. Motion carried.

**Member Report**

Kevin Stupp advised members that he, Rufus and Carl met with a representative from Faren Garcia today to set up a chart of accounts on the new computer. Rufus Geesaman reported that it is now in place and was used for this evening's treasurer's report. Rufus also reported that he received the applications from Thomas Insurance and the process has started for bonding Kevin Stupp and Harold Gruber. Rufus was in contact with PENNWORKS and although the contract states eligible project costs can be submitted from 7/1/05 through 6/30/08, they have told him that only eligible costs after the meeting when the grant was approved can be submitted.

**Solicitor Report**

Attorney Parish stated that all items to be discussed are under Unfinished Business.

**Engineer Report**

The following is the monthly engineer's report.

5/02/07

Bethel Township Municipal Authority  
Monthly Report for May '07

**Financing Items Status:**

1. As the Board is aware PENNVEST has extended the Authority a Financing offer which the Board should discuss and **decide on whether to formally accept the offer** (before the 30-day deadline). Frank Leber (Bond Counsel) will be present this evening to discuss the details of the offer and the remaining project schedule (financing steps).
2. PENNWORKS has requested a revised draw down schedule. We have provided the Board with a draft copy for their review and input in this regard prior to sending on to DCED. We submitted draft copies for the Authorities review and action and are awaiting direction in this regard.

**Village of Frystown:**

3. As an update to the Easements required for the Village of Frystown we would present the following summary information:

Total Number of Easements required for Frystown: **45**

**Easements**

Total Number of Easements prepared/forwarded to Attorney Parrish: **40 Easements**

Total Number of Easements remaining: **5 Easements**

The five (5) remaining easements should be completed within the next week or two and will be forwarded to Terry Parrish for his further processing in this regard.

4. As requested last month our surveyor went out to the property of a Township resident (along Seymour Drive) to stake the proposed sewer line and to locate the trees in question on his property. We have developed a plan and have discussed this with the property owner and would like to discuss this with the Board further.
5. As requested, our surveyor will prepare the revised legal description (combination of the 2 separate tracts obtained for the Frystown WWTP). Our surveyor has requested the actual recorded deeds for these properties for his preparation work.
6. The Township Secretary has received planning modules for processing on the Seigrist development. The Authority should discuss and direct how these planning modules will be processed (logistics) with regards to this and future developments. Ultimately the Township will need to review these planning modules but may need some input from the Authority.

**Village of Bethel:**

7. As discussed last month our surveyor has located the waterline (fire protection) within the village of Bethel. As a result we are finalizing some revisions to the sanitary sewer lines to avoid conflicts with the actual location of the water line.
8. We prepared sketch plans for the new driveway (Bethel STP site) as necessitated by the recent change (no longer shared driveway with Zeiset). In order to finalize the legal descriptions our surveyor has requested copies of the current recorded easements and property deeds (STP site).
9. As the Board is aware, a portion of the entire project (IDA site & connections) has not been completed (designed, permitted, etc.). However, due to the financing arrangements (PENNWORKS) and logistics still to be determined, the Board may want to initiate a final conversation and agreement with the IDA so that we can be directed as to what to include in this contract.
10. As an update to the Easements required for the Village of Bethel we would present the following summary information:

Total Number of Easements required for Bethel: **42**

**Easements**

Total Number of Easements prepared/forwarded to Attorney Parrish: **1 Easement**

Total Number of Easements remaining: **41**

**Easements**

### **General System Information & Logistics:**

11. The project manual (technical specifications and legal requirements for bidding and construction) will be prepared this month. We will coordinate our efforts with Terry Parrish as necessary. However in preparing these documents some questions have come up for the Board's further input as follows:
  - a. How many separate contracts does the Board prefer to have for the work? There are a number of different factors determining this such as size of contract, type of work and the funds/financing (tracking).
  - b. For example on the type of work certain contractors that may be more proficient at installing sanitary sewer lines may not be as proficient at constructing sewage treatment plants, buildings and/or pump stations. For an example on the funds/financing package since the PENNWORKS funds have to be utilized sooner (expiration dates of grant/loan funds), also since they are purely dedicated towards infrastructure in Bethel, then there may be some benefit of the Authority breaking out specific items up front and getting them underway sooner rather than later.
  - c. We would recommend the board consider using the below framework as a starting point for this discussion:
    1. Sewage Treatment Plant (Bethel & Frystown; either separate or together).
    2. Sewage Collection Lines (Bethel & Frystown; either separate or together).
    3. Pump Stations & Influent Lift Stations.
    4. Control Buildings (pump stations & Treatment Plant sites).

### **Coordination work with Other Consultants:**

12. We are continuing our coordination efforts with the project Architect as directed by the Board. We have updated sketches to present and **discuss with the Board** this evening.
13. We have continued our coordination efforts with the Mechanical Electrical & Plumbing (MEP) engineer (Arris Engineering) in completing the various system designs, layouts, plans and specifications and would have some **questions for the Board's input** in this regard this evening.

### **Other Input required from the Board:**

14. As requested we have further evaluated the screening requirements (options) for the Bethel and Frystown WWTP sites and the Bethel Pump Station sites. We have some cost comparisons for the Board to consider this evening and give further direction on.
15. As part of meeting the NPDES requirements (infiltration on the site) for the Conservation District permits we have proposed utilizing a designate vegetated filter strip as well as taking credits for the trees planted on the site. Depending upon the review, they may require the installation of structural infiltration facilities (which are not shown at this time). Furthermore, it should be noted that any future expansions would require the replacement of any conflicting BMP's.

As stated in the Engineer's report Frank Leber will be in attendance this evening to discuss our offer from PENNVEST. We must formally accept the offer extended to the Board.

Rufus Geesaman reported that he will prepare another request against the \$750,000 grant.

As stated in the Engineer's Report the planning modules have been received for the Seigrist development. Attorney Paris will meet with Solicitor Orlando and John to make some policy recommendations and also discuss the inspection decisions.

David Younker advised the board that he contacted Mr. Zeiset concerning compensation on the driveway issue. Mr. Zeiset would like \$1850.00. Carl Weaver made a motion to compensate Mr. Zeiset \$1850.00 contingent on approval from PennDot of our permit. Second by Rufus Geesaman. All agreed. Motion carried.

At this time Chairman Younker deviated from the Engineer's report to allow Frank Leber, bond counsel to update the Board on the PENNVEST offer. Mr. Leber explained the funding offer to members and stated it was the finest offer he had witnessed in 30 years from PENNVEST to a project. A timeline was given to members that Mr. Leber put together to help keep the project on track due to funding issues.

Mr. Leber stated it is important that the Board take action on the PENNVEST offer. Rufus Geesaman made a motion to accept the PENNVEST offer as presented in the letter dated 4/17/07. Second by Carl Weaver. All agreed. Motion carried.

A bill for services rendered for the PENNWORKS closing was submitted to the Authority this evening. It was based on time and expenses only, not by percentage. David Younker expressed the Board's appreciation to Mr. Leber for his expertise in handling the PENNWORKS closing.

The Engineer's report continued with updated sketches from the project Architect presented to members by Andrew Gaul for discussion. Questions from the Mechanical Electric and Plumbing Engineer were also presented for input.

A handout was also given to members of screening options and costs summarized for the treatment plants. Members discussed utilizing a vegetative filter strip and landscape screening. After discussion Rufus Geesaman made a motion to plant arborvitae on the North, South, and West side of the Bethel site with 3' spacing. Use the same for Frystown and plant on the North and West side. Kevin Stupp seconded the motion. All agreed. Motion carried.

David Younker thanked Fisher Engineering for all their work on the PENNVEST funding.

### **Unfinished Business**

- Frystown easement updates – Attorney Parish reported that there are 10 outstanding easements for Frystown. Members authorized Attorney Parish to take the necessary action by letter. Condemnation will be a last resort.
- Printz – Settlement has been scheduled for May 23 at the Township office.
- Fire Co land acquisition – Looking at deed in lieu of condemnation.
- Bethel School Treatment Plant– Attorney Parish stated that the Board cannot legally get involved.

### **New Business**

Rufus Geesaman discussed reserving capacity regarding documents Attorney Parish sent to potential developers. Attorney Parish stated there could be a reservation fee or administration fee per EDU, but not a tap in fee since this cannot

yet be calculated. Rufus Geesaman made a motion to have Attorney Parish draw up a Capacity Reservation Allocation agreement based on a fee of \$1,100 per EDU, with \$1,000 being credited toward the tap-in fee once established. \$100 is non-refundable. The agreement would be sent to all potential developers interested in reserving capacity. Second by Harold Gruber. All agreed. Motion carried.

Rufus Geesaman said Eugene Siegrist would like to make the hay off the land near the BTMA office. Harold Gruber made a motion to have Eugene Siegrist cut the hay at the Frystown site. Second by Rufus Geesaman. All agreed. Motion carried. Harold Gruber made a motion that Andrew Zeiset or Jesse Alspaugh cut the hay at the Bethel site. Second by Kevin Stupp. All agreed. Motion carried.

**Authorization Payment of Bills**

Rufus Geesaman made a motion to pay all the bills and transfer \$96,000 from the line of credit. Second by Kevin Stupp All agreed. Motion carried. The balance of funds transferred will pay additional bills.

Admin. Payroll	-	\$85.54
Engineer	-	\$19,659.20
Interest Exp.	-	\$770.51
Office Equipment-		\$59.99
Legal Fees	-	\$4,389.00
Advertising	-	\$97.30
Professional Fee	-	\$150.00

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25,211.54

**Public Comment**

Paul Killar said he attended the meeting tonight to gather information, and he got a lot. He stated that he is impressed with the time-line.

There was additional discussion by the board concerning the computer back-up. David Younker made a motion to authorize Rufus Geesaman to get the proper back-up software to back up the files. Second by Harold Gruber. All agreed. Motion carried.

**Adjournment:**

Harold Gruber made a motion to adjourn the meeting at 9:50 pm. Motion seconded by Rufus Geesaman. All agreed. Motion carried.

Respectfully Submitted

Darlene M. Orendo  
Secretary