

**BETHEL TOWNSHIP MUNICIPAL AUTHORITY
MINUTES**

April 2, 2008

The meeting of the Bethel Township Municipal Authority was called to order by Chairman David Younker at 7:12 p.m. on April 2, 2008 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 – absent

Also present were Terry Parish, John Roche and Darlene Orendo, Secretary.

Public Comment on Agenda

No public comment

Approval of Minutes

Kevin Stupp made a motion to approve the minutes of March 5, 2008. Second by Rufus Geesaman. All agreed. Motion carried.

Harold Gruber made a motion to approve the minutes of March 24, 2008. Second by Kevin Stupp. All agreed. Motion carried.

Member Report

Rufus Geesaman received a request from the auditor for more information regarding the PENNWORKS loan and grant and the escrow account at FNB. He advised members that he contacted FNB to request a quarterly report of our escrow account. Rufus also reported that he and John Roche met with the PennVest staff on Tuesday, April 1. The staff gave guidance regarding certain items that were rejected after being submitted against the loan and grant. Rufus will have to supply them with copies of all bills that have been paid by the Authority and payroll statements describing the duties of the secretary from the beginning.

Solicitor Report

Three capacity agreements copies for future development that were issued to members last month for review were discussed. A revision to one of the agreements was also submitted to members this evening. Rufus Geesaman made a motion to approve the three residential capacity agreement documents as revised contingent on review by John Roche, Vision Engineering. Second by Kevin Stupp. All agreed. Motion carried.

Solicitor Parish also discussed a copy of an email agreement he had issued to members regarding a property at 299 Salem Rd. After discussion Rufus Geesaman made a motion to approve the maintenance agreement with the land owner. Motion seconded by Kevin Stupp. All agreed, Motion carried.

Solicitor Parish also advised members he will draft a technical manual with review by John Roche.

Engineer's Report

Monthly Report for April '08

PENNVEST FINANCING MATTERS:

1. This office accompanied Rufus Geesaman yesterday to Harrisburg where we met with PENNVEST staff in order to discuss the project logistics, financing and construction project where they gave us additional guidance for the project.

TAP IN FEE'S:

2. The Board may elect to continue their discussion on this matter which was briefly discussed at the Community Informational meeting (3/24/08). We have provided additional information for the Board's further consideration in this matter (separate attachment to the Board members).

CONSTRUCTION MANAGEMENT AND LOGISTICS:

3. We have been coordinating the Construction projects. As an update to the pre-construction meetings two (2) of the three (3) meetings have been held and the remaining one (1) is scheduled as follows:

a. **Contract # 1** – Frystown Collection Lines. The meeting was held on March 26, 2008. The site contractor (Joao & Bradley) is anticipating a start date of April 7, 2008.

b. **Contract # 2** – Bethel Collection Lines. The meeting was held on March 18, 2008. The site contractor (Marks Contracting) began the work on or about March 27, 2008.

c. **Contracts # 3 – # 8** Construction of the WWTP's (Frystown & Bethel), Pump Stations & M/E/P work. This meeting (largest of them all) is scheduled for next Friday (April 11, 2008).

4. We continue staking the sewer lines and manholes as needed and are providing the contractor with the appropriate cut sheets establishing the grades and lines.

5. We have received shop drawings for Contract # 1 (Frystown Collection lines) from Joao & Bradley. To date we have reviewed all submittals and have stamped a significant portion of them as APPROVED. A few require minor modifications and/or verifications. We have forwarded these approved shop drawings (separate correspondence).

6. We continue providing lateral stakes for the residents to physically stake their lateral locations. These stakes are being handed out by the Resident Project Representatives (inspection staff) in advance of the need and will be coordinated with specific construction schedules in the respective work vicinity.

7. We have been observing the construction activities and have provided the Board members with copies of the inspection reports. We can distribute these to Board

members on a regular (daily, weekly, etc.) basis either electronic or hard copies at the Board's request and direction.

PLAN REVISIONS:

8. As the Board may be aware, we have encountered two (2) changes to the plans necessitated by various items this past month. The revisions and official Change Orders will be necessary and should be considered for **ACTION by the Board** as follows:

a. Revisions to Frystown (vicinity of Seigris development): The plans were revised in the vicinity of the Seigris development in order to accommodate the new connection into the site and across the roadway (SR0645). This would not be a change in scope but only quantities and price and is relatively minor in nature.

b. Revisions to Bethel (vicinity of Salem Road): As part of a site walk with the contractor (after the pre-construction meeting) it was revealed that there is an existing hand dug shallow well in very close proximity to the proposed force main (along Lancaster Avenue). In order to avoid immediate problems with this resident's water supply it is our recommendation to install a well on the property in advance of the construction activities. Bid prices are available for the Board's further consideration in this matter.

STATUS OF PERMITS:

9. As a follow up to the meeting last month, Dave Younker discussed the Township permits (for this project) with the Board of Supervisors at their regular meeting. The Township supervisors waived the fees for the project but required the filing of the necessary building permits (WWTP's and pump stations). As a result, this office has filed the necessary permits and is awaiting the Township's review.

PUBLIC RELATIONS/ MISC. INFORMATION:

10. As a follow up to a resident's request and the Board's concurrence (at the community meeting) we have now uploaded various documents to our website (www.visionengineeringinc.net) for the purpose of community information and includes the following information:

a. Detailed project plans (copies of PDF files of the plans and profile sheets for the villages of Bethel and Frystown). Interactive Aerial maps are provided so that residents can click on their particular property and the associated plan and profile sheet will appear.

b. An FAQ/Project Updates section where we can post answers to frequently asked questions. We have also posted the prior notice to residents which was distributed prior to the community meeting.

c. Copies of the monthly engineer's reports are included from January, 2005 to present.

d. Copies of the board meeting minutes. We only have these available from January, 2005 through to December, 2006.

e. Any other information the Board would like to provide on the website we can provide that information at your request.

DEVELOPMENT PLAN STATUS:

11. We were authorized within the past week to start our review of plans and additional information for the following development projects:

a. **Eugene & Carole Seigris (Frystown) site** (approximately 55 unit residential development). We completed our review of these plans initially on March 26, 2008 (copy attached to Board's packet) and received a revised plan submission this week (3/31/08). We have reviewed the revised plans on a cursory level and it appears that a majority of the plan items have been addressed.

b. **Werner Truck Terminal (Frystown) site** (commercial trucking facility). Although we have completed a cursory review of these plans we have not completed the review formally. Additional input from the Board may be appropriate on this plan relative to the overall sewer facilities proposed prior to the completion of our review.

c. **Industrial Development Authority** property (Route I-78 Industrial Park at Bethel). Consisting of the development of approximately 400 acres. We have begun our review of the plans but have explained to the site engineer that we received a sketch level plan only. One item the board may want to consider discussing now and with the Township Supervisors are the prior plans of sewer service for this area and surrounding properties relative to timing of the various improvements.

ACTION ITEM STATUS:

12. As requested by the Board last month all the Board's property corners have been staked by the surveyor with permanent monumentation as appropriate.

ITEMS REQUIRING FURTHER BOARD INPUT/DIRECTION:

13. We were authorized within the past week to start our review of plans and additional information for the following development projects which the Board may want to discuss further as follows:

a. **Gene Seigris residential development.** There are some policy and/or legal matters the Board may want to discuss relative to this project due to it's current status with the Township Planning commission and Supervisors. The developer was planning on attending this evening's meeting for this purpose.

b. **Werner Trucking Development.** The current plan proposes the installation of a pump station to service the site. However, generally looking at the topography it would appear that the site could be serviced with a gravity line. The board may want to consider a further study of the area to verify the most economically feasible option for the long term of the system.

c. **Berks County IDA property development.** The board may want to consider discussing this site development with the Township Supervisors relative to the overall proposed utilities on this site with respect to the surrounding area, consistent with prior plans in this vicinity.

14. One question that has come up by several contractors and a few residents is related to the requirements of the Authority installing the sewer lines. The general question was related to whether or not the entire sewer lateral would be removed for the new sewer connection. We can discuss the alternatives with the Board if they would like, otherwise, this particular item can wait to a later date for resolution.

15. Another question that the Board may want to consider is a little more urgent and critical for further action. This matter deals with providing laterals on currently vacant lots and will require Township input as well.

The following notes were taken during discussion of the Engineer's report.

Under Plan Revisions

#8 a: A motion was made by Rufus Geesaman to approve a change order to a man hole in Frystown near the vicinity of the Seigrist development. Second by Kevin Stupp. All agreed. Motion carried.

b: Rufus Geesaman also made a motion to approve installation of a well as requested for approval. Second by David Younker. All agreed. Motion carried.

Under Items Requiring Board Action

#13 a: Eugene Siegrist was in attendance of the meeting and had several questions for the Board concerning his plan approval. As required by Jim Fisher, Township Engineer approval of the proposed sewer collection system shall be done by the Authority prior to the final plan approval by the Planning Commission. A review letter of 3/26/08 completed by Vision Engineering was referred to by Solicitor Parish. There are several conditions placed on the conditional approval and the Authority must be satisfied that all these are met. Regarding this, a motion was made by Rufus Geesaman that compensation be paid when the agreements are signed, providing all revised agreements are signed once they are required. Second by Harold Gruber, All approved. Motion carried.

b: A feasibility study was requested by members to be done by Vision Engineering on the Werner Trucking Development.

c: Solicitor Parish advised members a joint meeting with the IDA and the Board of Supervisor's may be needed regarding site development.

#14: Questions regarding requirements of the Authority installing the sewer lines. Residents voiced concerns over existing pipes from their property to the sewer lines. Solicitor Parish recommended that all lines be tested and need to have a requirement to alleviate any problems. This will all be covered in a technical manual that he is going to draft.

#15: Laterals on vacant lots was also discussed. Solicitor Parish advised members that input and a policy decision will be needed from the Board of Supervisors.

Discussion regarding tap in fees for commercial use followed. Solicitor Parish reminded members that PennVest will not fund any new construction or commercial use. Members were also reminded of the original intentions of the grant money. After discussion Rufus Geesaman made a motion to waive 1/2 of the tap in fee of \$6,000 for commercial users in existence as of 2/28/08 and allow the additional \$3,000 interest free for 60 months at \$50.00/month if they elect to do so. Second by Harold Gruber. All agreed. Motion carried. John Roche will come up with a total number of the businesses in the Township.

John Seiverling, had a question for the Board regarding using 1 lateral hookup from his garage and house. Solicitor Parish advised this is another decision that needs to be made by the Board in the near future.

Rufus Geesaman made another motion at this time to waive the tap in fee for any existing residential use as of 2/28/08. Second by David Younker. All agreed. Motion carried.

Kevin Stupp also made a motion to make a policy for 1 lateral (separate connection) from each occupied residential building. Second by Rufus Geesaman. All agreed. Motion carried.

Gloria Eisler, had a question regarding an easement. John Roche had several pictures for members to view the problem at the rear of her property. After discussion, Supervisor Randall Haag and Chairman Younker will take a look at the site and get back to the Board.

Unfinished Business

As mentioned under Member Report, Rufus Geesaman advised he and John Roche met with PennVest staff regarding the expenditures he had submitted against the grant. Rufus will work on making the necessary corrections in the next several weeks.

New Business

A letter from Dale Woodward will be coordinated between Solicitor Parish and John Roche.

Chris Koenig also had a question regarding alley restoration after hearing discussion regarding Ms. Eisler's problem. Vaughn Brubaker had a question regarding layout for his lateral to the Board. Sandra & Ken Kopp also had a question regarding hookup and an easement for another building on his property.

Supervisor Randall Haag gave members several dates to choose for a joint meeting. After discussion Kevin Stupp made a motion to schedule a joint meeting with the Authority, the Township Board of Supervisor's and BCIDA on Tuesday, April 8, 2008 to be held at the Township Office.

Authorization of Payment of Bills

Rufus Geesaman made a motion to pay all bills. Second by Kevin Stupp. All agreed. Motion carried.

Public Comment

Mary Gregg, Jean Gibbel, Carl Giorgio and Paul Lerch all had questions concerning hookup for the Board.

Adjournment

A motion to adjourn the meeting at 9:30 p.m. was made by Rufus Geesaman. Second by Kevin Stupp. All agreed. Motion carried.

Respectfully Submitted,

Darlene M. Orendo
Secretary