

**BETHEL TOWNSHIP MUNICIPAL AUTHORITY
MINUTES**

March 5, 2008

The meeting of the Bethel Township Municipal Authority was called to order by Chairman David Younker at 7:10 p.m. on March 5, 2008 at the Bethel Township Community Center, Bethel PA.

Pledge of Allegiance

Roll Call

Chairman Younker called the roll:

Rufus Geesaman – present

Harold Gruber – absent

Kevin Stupp –present

David Younker – present

Carl Weaver – present

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

Public Comment on Agenda

No public comment

Approval of Minutes

Rufus Geesaman made a motion to approve the minutes of February 6, 2008. Second by Kevin Stupp. All agreed. Motion carried.

Member Report

Kevin Stupp reported he and Carl Weaver met with Rufus Geesaman and are now trained in the accounting system to back up the Treasurer if needed.

Rufus Geesaman reported that he received a US Commerce Census report to be completed. He also reported that he sent a letter to PENNWORKS asking for extension of the grant money to 3/31/09. He felt this should not be a problem.

He received a copy of PMAA's directory and mentioned the Authority is listed as a member.

Solicitor Report

Solicitor Parish gave members a copy of a resolution he put together for approval regarding review fees for plans submitted to John. After discussion, Rufus Geesaman made a motion to approve Resolution 2008-25 to set fees for plans to be reviewed by the Engineer. Second by Carl Weaver, All approved. Motion carried. It was also discussed that once a fee has been established for a review; John will refer those to Rufus Geesaman to set up an escrow account.

Three agreements copies for future development were also issued to members and John for review and future approval.

Engineer's Report

Monthly Report for March '08

PENNVEST FINANCING MATTERS:

1. This office worked alongside the Authority members as well as their staff and other professionals in providing the necessary closing documents for the PENNVEST closing. As of 2/28/08 the financing with PENNVEST has been officially closed.

TAP IN FEE'S:

2. As discussed with Frank Leber and Terry Parish (this morning) we will prepare a thorough list of current residents within the current service area for distribution of connection stakes and for inclusion in the existing service area. This will be prepared in advance of next month's meeting to complement Terry's work in this regard.

CONSTRUCTION MANAGEMENT AND LOGISTICS:

3. As discussed with Frank Leber and Terry Parish (this morning) we will issue the Notice to Proceed for the various contracts. As part of that letter we will distribute additional sets of plans and spec books to the appropriate parties. **The Board may want to consider formalizing the Notice to Proceed at this evening's meeting.**

4. We will coordinate the schedules of all necessary parties for the scheduling of the pre-construction meetings. We have already contacted PADEP and PENNVEST staff for the scheduling process. At this point we are anticipating having three (3) separate pre-construction meetings as follows:

- a. Contract # 1 – Frystown Collection Lines
- b. Contract # 2 – Bethel Collection Lines.
- c. Contracts # 3 – # 8 Construction of the WWTP's (Frystown & Bethel), Pump Stations & M/E/P work.

5. As of this date, all sewer collection facilities have been staked in the field and this office resumes our efforts in video-taping the current conditions (pre-construction) for record purposes. The Frystown taping has been completed; we are still working in Bethel.

6. We have received shop drawings for Contract # 2 (Bethel Collection lines) from Marks Contracting. In anticipation of the eminent closing and subsequent Notice to Proceed we have reviewed all submittals and have stamped a significant portion of them as APPROVED. A few require minor modifications and/or verifications. We will forward these approved shop drawings after the Notice to Proceed is issued (later this week).

7. We have ordered stakes for the residents to physically stake their lateral locations. These stakes will be 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.

PLAN REVISIONS:

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

- a. Revisions to Frystown (vicinity of Fire Company): The plans were revised

in the vicinity of the Fire Company in order to avoid a particular property. The plan revisions are available for Board input and review. We have attached a DRAFT Change Order (#1 for Contract # 1) for Board Action.

b. Revisions to Bethel (vicinity of Old 22 Pump Station): The plans were revised in the vicinity of the Old 22 Pump Station in order to avoid a particular property. The plan revisions are available for Board input and review. We have attached a DRAFT Change Order (#1 for Contract # 2).

9. Conversations with the Engineer for the Seigrist development have revealed a possible need to adjust one of the manhole locations in order to coordinate the two (2) projects. This should be limited to a minor revision (shift of manhole location) but we would like to finalize this to include with the Contractor prior to him ordering the precast manholes. As a result we would request the **Board authorize the Surveyor to Stake out the property corners for the Wastewater Treatment Plant** (Frystown) in order that Seigrist's surveyor can readily tie into our location and determine any shifts required.

STATUS OF PERMITS:

10. As the Authority may be aware, all permits required from outside agencies have been issued as required for the PENNVEST closing.

11. As part of the preparation process (anticipation of construction) we have contacted the Township office for any other permits and/or inspections that may be required for the construction process. As the Board may recall, the Township Supervisors previously waived the formal Township review and application process for Land Development. In our recent discussions with the Township, we were instructed by the Township Secretary that the Board (BTMA) approach the Supervisors to discuss any remaining permits/applications and/or inspections needed for the construction of these facilities.

PUBLIC RELATIONS/ MISC. INFORMATION:

12. As a reminder the Authority has scheduled an informational (community) meeting for the residents on March 24, 2008. We will be preparing various documents to aid in the efficient dissemination of information. Among those documents we were anticipating having the following information:

a. Shaded up plans for the two (2) collection systems (Frystown & Bethel).

We intend on posting these plans along the walls of the meeting room in order to accommodate larger crowds in a more efficient manner.

b. A general report and description of the overall improvements and project description.

c. A general report describing what to expect during the construction process.

d. A list of contact information for the residents to contact during the construction project. In addition to providing our contact information to the residents the Board may want to discuss logistics of any other contact numbers they want to provide the residents with.

13. As a courtesy to the residents and as a matter of practical information distribution we will need to distribute letters to all residents affected by the project. We would like to discuss logistics and timing of this letter with the Board relative to the community meeting as the letter itself could serve as an additional means of advertising.

DEVELOPMENT PLAN STATUS:

14. We continue receiving plans and additional information for the following development projects:

- a. Industrial Development Authority property (Route I-78 Industrial Park at Bethel). Consisting of the development of approximately 400 acres.
- b. Werner Truck Terminal (Frystown) site (commercial trucking facility).
- c. Eugene & Carole Seigris (Frystown) site (approximately 55 unit residential development).

As requested we have not begun these reviews until the developers establish appropriate escrow funds for the associated review and administrative fees, etc. Terry Parish distributed a Draft resolution this past month to the Board members and may have something for the **Board to consider at this evening's meeting** in this regard.

Should there be any questions, please feel free to contact me.

Sincerely,

Vision Engineering, Inc.

John K. Roche, P.E.

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

John mentioned that we have now officially closed with PENNVEST as of 2/28/08.

The Board took action by formalizing the Notice to Proceed with a motion by Rufus Geesaman to send out a notice to proceed to the low bidders and establish December 2, 2008 as the substantial completion date. Motion seconded by Carl Weaver. All agreed. Motion carried. David Younker requested John send out an email to all the contractors of this motion with a hard copy in the mail.

As noted in the report, John will coordinate the three pre-construction meetings for all eight of the contracts awarded.

David Younker also requested John remind all contractors not to drive on any resident's lawns.

Two revisions that were necessitated by easements were authorized and approved by the Board with a motion by Kevin Stupp to approve the changes to the lines. The motion was seconded by Rufus Geesaman. All agreed. Motion carried.

A motion was also made by Rufus Geesaman to authorize John Roche to have the surveyor stake and mark all the property corners at the two treatment plants, and flag mark the pump stations. Kevin Stupp seconded the motion. All agreed. Motion carried.

Land development review and applications will be discussed with the Board of Supervisor's by David Younker and Harold Gruber at the next Township meeting.

The community information meeting was discussed. The meeting will be held on Monday, March 24 2008, 7:00 p.m. at the Community Center. Secretary Darlene Orendo reported to members that advertisements had been placed in the Reading Eagle and in the Merchandiser to run for two consecutive weeks. A letter will also be issued by Vision Engineering to residents with information including the meeting specifics prior to the date. John will coordinate an address list with the secretary before mailing.

Carl Weaver questioned John regarding Met Ed service and said we want to make sure we stay in the loop. John will check on this.

After discussion among the Board it was decided that Solicitor Parish would send a letter and discontinue the John Light condemnation action.

Carl Weaver mentioned that he felt residents will have questions regarding the amount of tap in and hook up fees at our information meeting. Solicitor Parish stated that we will give the criteria and conditions of the tap in fees to residents at the meeting.

Unfinished Business

Easements: All complete.

Community Meeting: Previously discussed

New Business

Carl Weaver mentioned that shelving is needed at the Authority's office closet for all the large documents that are accumulating. David Younker made a motion to purchase shelving, a desk mat and dispose of the old computer equipment. Second by Kevin Stupp. All approved. Motion carried.

Authorization of Payment of Bills

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

Public Comment

Eugene Seigrist had several questions for the Board regarding the additional easements from his property at the Frystown pump station. Solicitor Parish will get in touch with his attorney.

Michael Orendo spoke as an employee for USDA and advised members that there is a Federal program for low income and elderly that may help residents with the installation costs. He will contact the Lehigh office and have someone from the agency come to the meeting to explain the program and answer questions from residents.

Supervisor Randall Haag advised members that electric service has activated to the future Township office and remodeling plans should be ready by LTL to go out for bid at the March meeting.

Adjournment

A motion to adjourn the meeting at 8:25 p.m. was made by Rufus Geesaman. Second by Kevin Stupp. All agreed. Motion carried.

Respectfully Submitted,

Darlene M. Orendo
Secretary