

**BETHEL TOWNSHIP MUNICIPAL AUTHORITY
MINUTES**

August 5, 2009

The meeting of the Bethel Township Municipal Authority was called to order by Chairman, David Younker at 7:04 p.m. on August 5, 2009 at the Bethel Township Community Center, Bethel PA.

Pledge of Allegiance

Roll Call

Chairman Younker called the roll:

David Younker – present

Harold Gruber – present

Rufus Geesaman – present

Kevin Stupp – present

Carl Weaver – absent

Also present were Solicitor, Terry Parish John Roche of Vision Engineering

Secretary Darlene Orendo- absent

Assistant Secretary Kevin Stupp kept minutes

Public Comment on Agenda

None

Approval of Minutes

Harold Gruber made a motion to approve the minutes of Joint Meeting with the Supervisors held on July 1, 2009. Motion seconded by Rufus Geesaman. All agreed. Motion carried.

Rufus Geesaman made a motion to approve the minutes of the meeting held on July 29, 2009. Second by Kevin Stupp. All agreed. Motion carried.

Member Report

Rufus Geesaman made a motion to have the Chairman sign the document to assign PMAA as Power of Attorney for Unemployment Compensation. Second by David Younker. All agreed. Motion carried.

Rufus received letter from Met-Ed stating that Authority will receive an economic stimulus check in the amount of \$219.98

Rufus received a letter from Berks County Cooperative Purchasing Council stating that bid results for electric usage rates will be reviewed on August 18. Rufus will be attending the next council meeting on Aug 20. Harold Gruber made a motion to have Rufus accept the bid. Seconded by Kevin Stupp. All agreed. Motion carried.

Solicitor Report

Solicitor Parish reported that he received the deed that was necessary to carry out Resolution 2009-010.

David Younker made a motion to approve Resolution 2009-008 to appoint Rufus as our open records administrator. Motion seconded by Harold Gruber. All agreed. Motion carried.

Rufus Geesaman made a motion to approve a fee schedule of \$.25 for paper copies and \$1.00 for certificates of record. Second by Kevin Stupp. All agreed. Motion carried.

Engineer's Report

This office has been working on the following items this past month and would like to update the Board as follows: (items denoted with "*" have accompanying information in the Board's packet. Items denoted with "***" have been forwarded to board members prior correspondence this month).

DEVELOPMENT PLANS FOR BOARD REVIEW AND/OR ACTION (POTENTIAL VISITORS):

1. Frystown Resident concerns and work items: This office received a letter from Bethel Township itemizing various resident concerns as follows:
 - a. *A resident along Frystown Road has brought to our attention that groundwater was surfacing in the vicinity of a lateral constructed on their property. Please refer to our memorandum to the Board in this regard.

FINANCING MATTERS (PENNVEST & PENNWORKS):

2. *This office is recommending payment of invoices (separate correspondence to the Board) for the construction project for the following listed contracts (through to 07/24/09) which would require Board action for payment. The payment details are attached (separate correspondence) and summarized as follows:
 - a. Contract # 1 Frystown collection lines (96% complete to date). **This is the Final Payment (punch list items completed), and we are requiring the maintenance bond be posted prior to release of this payment.**
 - b. Contract # 2 Bethel collection lines (94% complete to date).
 - c. Contract # 3 Bethel Pump Stations (93% complete).
 - d. Contract # 4 Bethel Wastewater Treatment Plant (97% complete) **NO WORK THIS PERIOD.**
 - e. Contract # 5 Frystown Wastewater Treatment Plant (67% complete).
 - f. Contract # 6 Mechanical Systems for WWTP and appurtenances (66% complete).

- g. Contract # 7 Plumbing Systems for WWTP and appurtenances (58% complete). NO WORK THIS PERIOD.
- h. Contract # 8 Electrical Systems for WWTP and appurtenances (75% complete).
- i. OVERALL PROJECT (ALL CONTRACTS) 83.7 % Complete.

CONSTRUCTION MANAGEMENT AND LOGISTICS:

- 3. Our inspection reports are available to the Board members (via our website) and can be furnished (paper copies) upon request. In summary the work has been progressing as follows:
 - a. **Contract # 1** – Frystown Collection Lines. Punch List ITEMS have ALL been completed as of Friday 7/31/09. Since this is the final payment we are requiring posting of the Maintenance Bond prior to releasing this payment.
 - i. The Board attorney should verify that the maintenance bond would adequately handle any potential future claims arising from the work. **Of immediate concern is the review of the final as built plans (possible switched inverts).**
 - ii. *The additional lateral protective sleeves and delineator posts (as directed by the Board last month) have been measured and tabulated for the Board's consideration. This work would be considered extra work for this contract and should not hold up substantial completion.
 - b. **Contract # 2** – Bethel Collection Lines. No work was completed this past month on this contract.
 - i. Primarily restoration work was completed on this contract this past month.
 - c. **Contracts # 3 – # 8** The work on the various contracts continues in varying degrees.
 - i. As discussed last week to accommodate a request from the Bethel Elementary school, this office issued a request that the work continue such that the Bethel plant is operational by 8/31/09. So far the contractors don't see any problems with meeting this deadline. The plumbing contractor (current delays) has promised a definite schedule by the end of this week.
 - ii. We have shifted the regular progress meetings to occur on a bi-weekly schedule for ALL contractors, engineers, etc. in order to facilitate coordination of all parties. Next meeting will be 8/17/09 (Frystown Site).
 - iii. Work is well underway now at Frystown with the foundation slab (revised building) being poured this week.

OTHER MATTERS REQUIRING BOARD REVIEW AND/OR ACTION:

4. Plant Operations: We will continue updating the operator (Select Environmental Solutions) on proposed plant startup, testing and operations.
 - a. This office will continue our efforts working with the “COSTARS” procurement program for pricing and selection of the essential equipment for plant startup.
 - b. This office will continue our efforts working with the development of costs and options for the workspace (counter) and storage (cabinets).
5. Lining Work for Manholes and Logistics
 - a. As requested last week, this office has discussed the application with PENNVEST and PADEP staff to discuss restructuring a revised funding application for consideration at the next submission deadline (8/18/09).
6. NORTHERN EXTENSION (Klahr Road).
 - a. This office continues our efforts in finalizing the final design, layout and permitting for the extension work.

PUBLIC RELATIONS/ MISC. INFORMATION:

7. *This office has prepared a preliminary (current) budget status for the Board’s review and has distributed this to Board members for further thought and consideration.

The following notes were taken during the Engineer’s report from discussion with the Board and Vision Engineering:

Engineer received a letter from a Frystown resident stating that ground water was surfacing at the location of a lateral during rain storms. Engineer said that this was likely not a result of any negligent action by the Engineer. David asked to table discussion on this until later in the meeting.

John asked Terry if the maintenance bond covered any faulty work that was missed now but could be discovered in the future. Terry mentioned that those types of situations can be complicated to resolve.

Board agreed to have the Engineer do a final walk through of Frystown with the Contractor JOA Bradley before final payment is made.

The plumbing contractor verbally committed to John that he would meet the deadline and will have a schedule by the end of this week supporting this. The board discussed the likelihood of reassigning the work to the general contractor if the schedule is not delivered.

Old Business

Rufus Geesaman met with Centre Township. They estimated that the manual effort to insert bills into envelopes for mailing to users could take up to 9 hours. The board discussed coupon books and post card bills as alternatives.

Centre Township also recommended hiring a CPA to assist in the set up of the QuickBooks software. Work effort is estimated at 16-20 hours at an hourly rate of \$40. Rufus made a motion to hire CPA, Walter Smithsdon for a maximum of 20 hours for this task. Kevin seconded the motion. All agreed. Motion carried.

Rufus got prices for the lettering of the truck. Rufus Geesaman moved that we use Leroy Zellers to letter truck and backhoe. Truck lettering will be shadowed block letter. The back house will be regular block letter. Harold Gruber seconded. All agreed. Motion carried.

Rufus brought up the need to acquire a number of small items to operate the facility (storage racks, mops, shovels, etc.) Terry stated that we can pursue this as long as the total cost is under \$4000 and we get bids. David Younker made a motion to have Rufus secure three quotes on these items and purchase from lowest bidder if the cost is under \$4000. Harold Gruber seconded. All agreed. Motion carried.

New Business

Rufus brought up the need for the Authority to clearly distinguish residents from businesses. The Authority will use the DEP Sewer regulation chart to set this policy.

David Younker suggested that we obtain bids for somebody to maintain the Authority's properties.

Kevin Stupp mentioned that a Frystown resident told him that her well had dried up a few weeks ago. Water has since returned, but the water level is low. John will contact the resident and have a hydrologist do some investigation.

Randy Haag mentioned that the Frystown Fire Company said that the water damn is losing water and that they are pumping water into it from the nearby creek.

Authorization of Payment of Bills

Rufus Geesaman made a motion to approve payment of all the bills. Second by Kevin Stupp. All agreed. Motion carried.

Public Comment

Doug Drescher asked if residents are now going to be charged a hook up fee. The board stated that due to economic conditions the financial projections are being reviewed with Bond counsel.

Doug Drescher and Dale Bechtold asked questions about the hook up standards. John and Terry said that a standard has been adopted, but a resident has a right to request for a waiver from this standard with a written explanation.

James McFarlane inquired about the time table to hook-up to the Frystown plant. Board stated that the plant probably won't be complete until at least October. Resident also stated that water run-off patterns have recently changed around his property.

Delmar Locke asked when sewer is expected on the North side of I-78. Rufus mentioned that status has not changed since last meeting and we are waiting for a response from DEP.

Randy Haag and the board discussed the following items:

- Options to obtain riser rings for the upcoming paving. Also, discussed whether or not trailer is still needed at the Frystown site.
- Status of the 537 plan - John stated that Dave Walters had some mapping changes a few weeks ago. John reviewed and provided comments back to him.
- Mailing of hook-up letters to Bethel residents - Plant will go operational, but mandatory connection will not be required until resolution of all fees and financial closing is complete.
- Northern extension – Board stated that this was approved as a change in scope. Marks Contracting will be doing the work.
- Concerns over the cost of change orders and schedule delays. Engineer stated that the total cost of change orders was fairly small in comparison to the overall project cost and were largely due to Frystown plant redesign due to water problems and changes to meet more stringent affluent restrictions set by DEP. Board stated that substantial change orders are not expected in the Northern extension work.
- Plant sewage removal. Plant operator was present and stated that this activity was planned for and has been scheduled. Rufus said that the Plan Operator suggested that we consider contacting local septic services to take water from holding tanks and use it for credits. Terry advised that we hold off on this initially.

Adjournment

A motion to adjourn the meeting at 8:38 p.m. was made by Harold Gruber.
Second by Kevin Stupp.

Respectfully Submitted,

Kevin S. Stupp
Assistant Secretary