

**BETHEL TOWNSHIP MUNICIPAL AUTHORITY  
MINUTES**

**February 3, 2010**

The meeting of the Bethel Township Municipal Authority was called to order by Chairman, David Younker at 7:04 p.m. on February 3, 2010 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 – present

Also present were Solicitor, Liz Magovern and Engineer, John Roche, Andrew Gaul and Secretary, Darlene Orendo

**Public Comment on Agenda**

None

**Approval of Minutes**

Harold Gruber made a motion to have the secretary delete a duplicate paragraph in the minutes of the meeting held on January 6, 2010 and approve them. Second by Rufus Geesaman. All agreed. Motion carried.

**Member Report**

Rufus Geesaman reported the following to members:

1. The December report from the plant operator stated no incidences to report.
2. A final report from the Penn Vest audit is forthcoming; he was advised there were no problems found.
3. Rufus will attend a PMAA training session in March that was approved last month by the Board.
4. 85 letters/ representing 96 EDU's were issued to Frystown residents. An additional one is to be issued to GE telephone.

**Solicitor Report**

Solicitor Magovern reported that liens were filed against the 3 properties in Bethel that have not connected to sewer system. Rufus mentioned that he was contacted by a realtor regarding 1 of these properties and has advised him of the lien and citation issued against the property owner.

Solicitor Magovern also reported working with Vision Engineering/John Roche on the Bethel tank lining issue with Sherwin Williams and Marks Construction.

## **Engineer's Report**

### **Monthly Report for January '10**

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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. Tank Lining Work (Marks Contracting/Dutchland, Inc. & I.K. Stoltzfus): The contractor's may be present this evening to discuss this work and the Board's further direction in this regard. However, as a follow up to last month's meeting and as directed by the board the following actions were taken in this regard:
  - a. \*BETHEL TANK LINING: As directed, the Board attorney has issued a letter requesting various items as a follow up to the final resolution of the ongoing work at this site. We have not received any follow up from the contractor's subsequent to the issuance of the aforementioned letter.
  - b. \*FRYSTOWN TANK LINING: As directed this office has issued a letter requesting various items as a follow up to the final resolution of the ongoing work at this site. We have not received any follow up from the contractor's subsequent to the issuance of the aforementioned letter.
2. Frystown resident concerns and work items:
  - a. \*As requested last month this office has issued a letter to the property owner adjacent to the Frystown WWTP site bringing to his attention the matter of the conflicting grading and improvements shown on his current plan.
3. Bethel Resident concerns and work items:
  - a. \*As requested this office has issued a letter to the site developer in the Village of Bethel regarding his request pertaining to the existing abandoned buildings (to be demolished or moved).
  - b. The storm water related concerns along and adjacent to properties along Lancaster Avenue remains on hold due to more pressing matters but will resume when time allows.
4. \*Horning's Market Plan Review. This office has reviewed the current plans and has issued our review letter for the Board's further consideration of this plan.

#### **FINANCING MATTERS (PENNVEST & PENNWORKS):**

5. \*This office is recommending payment of invoices (separate correspondence to the Board) for the construction project for the following listed contracts (through to 1/22/10) which would require Board action for payment. The payment details are attached (separate correspondence) and summarized as follows:

- a. Contracts # 1, 2, 3, 6 & 7 – NO PAYMENTS submitted this period.
- b. Contract # 4 Bethel Wastewater Treatment Plant (99% complete to DATE see attached).
- c. Contract # 5 Frystown Wastewater Treatment Plant (99% complete to DATE see attached).
- d. Contract # 8 Electrical Systems for WWTP and appurtenances (99% complete to DATE see attached).

**CONSTRUCTION MANAGEMENT AND LOGISTICS:**

- 6. 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. **Contracts # 2 – # 4 (BETHEL)** The work on the various contracts continues in varying degrees.
    - i. CONTRACT # 2 (Bethel Collection Lines)
      - 1. The final punch list of items will need to be addressed by the contractor. \* A preliminary punch list was issued to generate the cost figures discussed last month (for release of the retainer).
      - 2. This contract is open and waiting for the Northern Extension work to begin.
    - ii. CONTRACT # 3 (Bethel Pump Stations) The final punch list of items will need to be addressed by the contractor.
    - iii. CONTRACT # 4 (Bethel WWTP)
      - 1. Last week, this office received the final certification for the process design of the plant which we will review this month.
      - 2. The final punch list of items will need to be addressed by the contractor.
  - b. **Contracts # 1 & # 5 (FRYSTOWN)** The work on the various contracts continues in varying degrees.
    - i. Contract # 1 (Frystown collection lines). This contract has been substantially completed and is currently under the maintenance bond. Additional work required (lateral protective sleeves) will be completed by others.
    - ii. Contract # 5 (Frystown WWTP).
      - 1. All equipment startups have occurred. We are completing a final punch list of items (operations) so that the plant can begin operating within the next week.

2. We are awaiting the final certification (process design of the plant) for determination of substantial completion.
- c. **Contracts # 6 - # 8 (M.E.P. Work Bethel & Frystown).** The work on the various contracts continues in varying degrees. The M.E.P. Engineer (Arris Engineering Group, LTD.) has been monitoring the construction and progress of all work. They continue working with the contractors in completing necessary operations work and punch list items

**OTHER MATTERS REQUIRING BOARD REVIEW AND/OR ACTION:**

7. CHANGE ORDERS:

- a. We have included documentation for the Board's consideration in concurrence of change orders for the two plant sites as necessary for plant operations.
    - i. \* Contract # 4 (Bethel WWTP) CHANGE ORDER # 9 (see attached document). This change order is to return ONE (1) of the Two (2) containment units (chemical storage totes) and is s CREDIT change order.
    - ii. \* Contract # 5 (Frystown WWTP) CHANGE ORDER # 7 (see attached document). This change order is to return ONE (1) of the Two (2) containment units (chemical storage totes) and is s CREDIT change order.
    - iii. \* Contract # 8 (Frystown WWTP) CHANGE ORDER # 20 (see attached document). This FINAL change order was slightly revised (lowered in cost) from the one reviewed & approved by the Board last month. We have included both for your records.
    - iv. \* Contract # 8 (Frystown WWTP) CHANGE ORDER # 21 (see attached document). This change order is to provide two necessary relays in the control panel (not included in original contract).
  - b. We have included a few requests for accepting changes to plans from the contractor as a result of some oversights during construction as follows:
    - i. \* Contract # 3 (Bethel Pump Stations): The contractor has requested the Board accept the current pipes embedded in concrete with no sleeves in lieu of the fix proposed by the structural engineer.
    - ii. \* Contract # 4 (Bethel WWTP): The contractor has requested the Board accept the current pipes embedded in concrete with no sleeves in lieu of the fix proposed by the structural engineer.
    - iii. \* Contract # 5 (Frystown WWTP): The contractor has requested the Board accept the current steps installed with no protective (non-slip) noses on the risers.
8. Sewer Connections and non-residential users: This office has received various questionnaires completed for the various types of non-residential users. We

would like to review these, summarize them and recommend to the board a policy in how these non-residential users should be handled. We would also need to confer with the attorney on this matter as the policy may require the development of a resolution.

9. PA ONE CALL (registration). As a follow up to the Board's prior direction in this regard we will be uploading the as-built plans (upon final completion) for the sewer collection lines to the PA ONE CALL site. The uploading of the plans should minimize the requests for plans and information in the future.
10. ANNUAL REPORTING & EVALUATIONS: As required this office will be preparing the annual "waste load" management reports (Chapter 94) by the March 31, 2010 submission deadline. This information will also be utilized in our overall plant evaluations as needed for our certification to PADEP (one year after plant is operational).
11. PLANT OPERATIONS & LOGISTICS: This office will coordinate directly with the plant operator in evaluating various operational supplies and equipment needs required for system operation and maintenance.
12. PENNDOT HIGHWAY OCCUPANCY PERMIT TRANSFER. As requested we have begun the paperwork for transferring the permit (Bethel WWTP site) into the Authority's name and will continue processing as required.
13. NORTHERN EXTENSION (Klahr Road).
  - a. As requested last month this office has re-routed the sewer line (vicinity of the community center) which required the following permit revisions:
    - i. Archeological study (additional site testing) was completed with no significant findings.
    - ii. PENNDOT HOP permit revisions were required for this work (revised and resubmitted plans).
    - iii. Additional surveying and easements. The field survey has been completed and the easements will be forthcoming.
  - b. The remaining status of the final design and permitting are progressing as follows:
    - i. \*The archeologist has submitted the FINAL report to the State (PA Historical Museum Commission). The State has approved their initial report and determined no further investigations needed (approved prior to amendment which includes the above changes).
    - ii. The PENNDOT HOP permit is secured for the work but needs an amendment (accommodate above revision).
    - iii. This office has reviewed the permitting requirements with PADEP staff (pre-submission meeting) who have committed to processing the permit in an expeditious manner.

- iv. The easements are being distributed to the Attorney this month for two of the properties. The revised sewer line location and associated easement will be worked on this month.

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

After discussion on the Bethel tank lining problem the Solicitor recommended a meeting to hash out some of the issues. It will be treated as an executive session with 2 members, the Solicitor and the Engineer present.

#### **7. Change Orders:**

The following change orders were presented to the Board for approval:

Rufus Geesaman made a motion to approve Contract #4- Change Order #9 and Contract #5, Change Order #7 and return the chemical storage units for credit. Second by Kevin Stupp. All agreed. Motion carried.

Kevin Stupp made a motion to approve Contract #8 – Change Order #21. Second by Rufus Geesaman. All agreed. Motion carried.

**8. Sewer connections and non residential users:** Vision to meet with Solicitor Magovern to prepare a policy for the Board's review and adoption.

**13. Northern Extension easements:** continue to be a priority with Vision.

#### **Old Business**

Two agreements for residents w/ a financial hardship to connect to the system were presented for the Chairman's signature. A monthly fee of \$50.00 to cover installation costs will be imposed. One of the properties is already connected with the other one underway. Rufus Geesaman made a motion to have the Chairman sign the agreements. Second by Carl Weaver. All agreed. Motion carried.

Snyder Developers – Vision to issue a letter.

Eugene Siegrist had several issues to discuss with the Board and asked to be added to the agenda.

1. A storm water issue was the first concern discussed with the Board. Rufus Geesaman will work with the Engineer to reshape and rework to correct the issue.
2. Lighting from the control house is casting out approximately 200' on his land. He requested a shield or cover to divert. John will talk to J B Electric to resolve.
3. Concerned that a discharge of groundwater to the creek beyond the building is running all the time. He was told this is not unusual and is coming from a footer drain that is keeping water away from the control building.

Rufus Geesaman had some additional items to update members. The Authority received the \$500 fee from USG. He has ordered the chemical proof cabinet top and cabinet approved last month. We received the protective sleeves ordered from APR.

### **New Business**

Rufus Geesaman proposed sending letters to the two Bethel businesses' that delayed hook up due to the distance. He felt it is time to take action on these two properties. Rufus made a motion to issue a connection letter to each business. Motion seconded by Kevin Stupp. All agreed. Motion carried.

Rufus received a letter from the Board of Supervisor's requesting the Authority acquire our own PO Box. After discussion, a motion was made by Rufus to secure our own PO Box. Second by Carl Weaver. All agreed. Motion carried.

Rufus requested the Board consider increasing the credit card amount to \$1,000 per month. He is experiencing some difficulty with the current \$500 limit. After discussion, Harold Gruber made a motion to authorize the increase of the credit card to \$1,000 per month. Second by Carl Weaver. All agreed. Motion carried.

The Board discussed several properties in Frystown where the owners have questioned whether they have to connect to the system. Vision and the Solicitor will work together to answer the questions and advise the Board.

Rufus discussed the connection of the office building into the system. He and Lehmas will do the work. They will go out the north side of the building to the lateral. There was some discussion of looking into the possibility of charging the Township a user fee. Solicitor Magovern will contact Attorney Orlando regarding this issue and draft a letter.

### **Authorization of Payment of Bills**

Rufus Geesaman made a motion to pay all the bills and authorize payment of bills that come due before the next meeting. Second by Harold Gruber. All agreed. Motion carried.

### **Public Comment**

None

### **Adjournment**

A motion to adjourn the meeting at 8:45 p.m. was made by Harold Gruber. Second by Carl Weaver.

Respectfully Submitted,

Darlene M. Orendo  
Secretary