

**BETHEL TOWNSHIP MUNICIPAL AUTHORITY
MINUTES**

July 29, 2009

The meeting of the Bethel Township Municipal Authority was called to order by Chairman, David Younker at 7: 08 p.m. on July 29, 2009 at the Bethel Township Community Center, Bethel PA.

Pledge of Allegiance

Roll Call

Chairman Younker called the roll:

Harold Gruber – absent

Rufus Geesaman – present

Kevin Stupp – present

Carl Weaver – present

Also present were, John Roche -Vision Engineering

Secretary, Darlene Orendo

Public Comment on Agenda

None

Member Report

Rufus reported he picked up the Authority vehicle last Monday. He also advised members he will be meeting with Centre Township secretary regarding Quick Books mass billing. Rufus and John also met with IDA representatives regarding hooking into our lines. A contract from Liberty Insurance is now completed and in effect. He will take action for the Board regarding a ballot from PMAA to select and vote for a candidate from Region 2.

Unfinished Business

a. Zeiset property acquisition - Rufus Geesaman made a motion to adopt Resolution 2009-10 to condemn the right of way over the Zeiset property and file a deed in lieu of condemnation. Second by Kevin Stupp. All agreed. Motion carried.

Engineer's Report

This office has been working on the following items this past month in preparation of this special meeting 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. Bethel Resident concerns and work items:

- a. The corrective work (curbing) was completed this month as authorized by the Board at the last meeting for the site adjacent (west) to the Old 22 pump station. The paving should be completed within the next few days.
 - b. As directed last meeting and a follow up to some flooding occurring on a property along Old 22 (east of the Old 22 pump station), this office has secured additional topography. Upon review of this survey information it appears that the restoration work in this vicinity has created some backwater conditions attributing to this flooding, the remainder of the flooding on the site may be maintenance related (existing swales, etc). We will add this corrective work to the punch list for Contract # 2.
 - c. *The lateral was installed for the Bootsma property and further concerns (adjoining property owner) were brought up for further discussion (see attachments).
2. *Property acquisition (Bethel WWTP site access). As a follow up to Board Actions last month this office has assisted Terry Parish in preparation of the property acquisition documents.
- a. Deed in lieu of condemnation prepared and included for signing with Board concurrence.
 - b. Resolution required as advised by Terry Parish.

FINANCING MATTERS (PENNVEST & PENNWORKS):

3. Acceptance (ratification) of PENNVEST Funding Offer (Northern Extension). The Change of Scope as submitted was approved by the PENNVEST board last week (7/21/09). Please note that the costs approved were construction items only (no contingencies or soft costs).
- a. Authorization of Final Design and Permitting.
 - b. *Additional Archaeology services proposal (if and when needed).
 - c. Developer connections and costs.
4. *The recent PENNVEST funding request (manhole lining work) was NOT recommended for approval but advised by PENNVEST staff for submitting a revised application. If the Board wants to pursue this application further PENNVEST has recommended a pre-application meeting with the Board.

CONSTRUCTION MANAGEMENT AND LOGISTICS:

5. The following matters have come up this month and require further Board discussion and/or action as follows:
- a. **Contract # 1** – Frystown Collection Lines. Punch List work is being completed this past month and continues (not complete yet). As an update the work progresses as follows:
 - i. *The contractor has made a second request for release of the retainer with this pay request. This second request was in response to our prior determination (denial) on their prior request as determined by the PENNVEST/PADEP certification requirements.

They have forwarded copies of their viewpoint on this matter for the Board's further consideration of this request.

- b. **Contracts # 3 – # 8** The work on the various contracts continues in varying degrees. We continue holding regular (weekly) progress meetings for ALL contractors, engineers, etc. in order to facilitate coordination of all parties. The current schedule update is as follows:
 - a. We just received a general schedule from the tank lining contractor that this work is now scheduled and should commence on August 10, 2009. It is anticipated that this work will require the entire month (August) to complete but is dependent upon weather conditions (dry).
 - b. Upon completion of the above work the plant startup will be scheduled and commence. It is anticipated at this point that a plant startup in Early September would be reasonably expected.

PLAN REVISIONS AND/OR CHANGE ORDERS:

6. Contract # 3 – Proposed Change Orders:

*Change Order # 3 – Pump Stations (Lancaster Avenue) – Grading Changes. We have attached copies of this change order and will verbally present it this evening. This change order was required to accommodate future maintenance considerations for the remaining property (between fencing and paving limits). The proposed change order will allow for better long term maintenance of the grounds.

OTHER MATTERS REQUIRING BOARD REVIEW AND/OR ACTION:

7. Miscellaneous construction matters:

*Standard connection details with narrative: As authorized on 7/1/09 this office issued the final standard connection details and narrative. Furthermore, this office distributed them to the contractors this month and have had the following questions (attached) that we would like to discuss with the Board members.

8. Plant Operations: As authorized we have been working with the operator (Select Environmental Solutions) in developing the laboratory for process control and testing. We have some additional information (cost and material alternatives) for the Board's further input in this matter.
 - a. *The Plant Operator has prepared a list of preferred equipment for plant startup which we have previously reviewed and are working with the "COSTARS" procurement program for pricing and selection.
 - b. *We have included costs and options for the workspace (counter) and storage (cabinets).

9. NORTHERN EXTENSION.

- a. We have updated plans to discuss with the Board members this evening on the overall layout.
- b. This office has met with a prospective developer's engineer. In reviewing their plans of tying into the northern extension they have also expressed interest in sharing the boring pipe (casing) with a utility.

PUBLIC RELATIONS/ MISC. INFORMATION:

10. *This office started reviewing the overall costs with respect to the current economic climate (lack of development). In order to go any further with our data presentation we would like to have some additional board input.

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

Development Plans for Board

1. Bethel Resident Concerns and work items:

a. Corrective curbing and grading has been completed.

c. There are 2 issues that are a concern for this resident. 1st issue - Members discussed the possibility to lower the existing pipe in the alley and cover with a protective sleeve. A motion was made by Carl Weaver to put a protective sleeve on and lower the pipe. Second by Rufus Geesaman. 1 no by David Younker, All others agreed. Motion carried.

2nd issue - Members requested Solicitor Parish contact his attorney regarding the fact that the fence post in question was not initially on his property; therefore it will not be changed.

Financing Matters:

3. Northern Extension – Rufus Geesaman made a motion accept the new offer from Penn Vest in the amount of \$7,100,678 and authorize the issue of permits as required. Motion seconded by Kevin Stupp. All agreed. Motion carried.

Rufus advised members our monthly loan pay back is a total of \$43,000 a month without any operational costs in that total.

4. **Manhole lining** - John recommended we submit a reapplication to Penn Vest as a green project. Vicki Johnson offered to give some guidelines. The application must be done by August 18, 2009 to be considered at the October Penn Vest meeting. Kevin Stupp made a motion to pursue the additional funding for lining the manholes. Second by Rufus Geesaman. All agreed. Motion carried.

Rufus reported he had a call from Rick Triest, Maintenance Director from Tulpehocken School District. The new school year will be starting 8/31/09. He does not want to start up his sewer plant at the Bethel school again. He was hoping the Bethel WWTP will be operational at that time. John Roche will write a letter to the contractor and will get back to the board at next week's meeting.

Change Orders:

6. Contract #3 – Change Order#3

Rufus Geesaman made a motion to approve Change Order #3, Contract #3. Second by Kevin Stupp. All agreed. Motion carried.

Other Matters Requiring Board Action:

John had a sample of the Clean Check Valve that was approved at last month's meeting. Members were given the lowest bid price of \$96.17 per valve. We would need a quantity of 402. Carl Weaver made a motion to purchase a quantity of 402 from Johnstone Supply. Second by Kevin Stupp. All agreed. Motion carried.

Carl Weaver made another motion to supply a check valve to the homeowner or contractor. Second by Kevin Stupp. All agreed. Motion carried.

Unfinished Business – previously discussed

Rufus Geesaman mentioned that the Authority needs to act on appointing an Open Records person. The secretary was instructed to contact the Solicitor. Action will be taken at the board meeting next week.

New Business

An application was received for a maintenance worker; this will be placed on file. Rufus also mentioned that he was in contact with a retired CPA who had worked with Centre Township and felt it would be worthwhile in getting his help setting up our system. He would charge \$40/hr.

Carl Weaver discussed marking all the Authority equipment. Rufus also advised he will also keep an inventory of equipment purchased.

David Younker recommended we have the new truck and back hoe lettered with BTMA, Bethel Township, Berks County. Rufus will get some bids.

Authorization of Payment of Bills

Rufus Geesaman made a motion to approve payment of all the bills and issue a full report at the next meeting. Second by Carl Weaver. All agreed. Motion carried.

Public Comment

At this time the following residents shared comments and concerns with members: Delmar & Theresa Locke & Karen Tobias – Meadows Park.

Adjournment

A motion to adjourn the meeting at 8:50 p.m. was made by Kevin Stupp. Second by Rufus Geesaman.

Respectfully Submitted,
Darlene M. Orendo
Secretary