

**BETHEL TOWNSHIP MUNICIPAL AUTHORITY
MINUTES**

June 4, 2008

The meeting of the Bethel Township Municipal Authority was called to order by Chairman David Younker at 7:10 p.m. on June 4, 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 – present

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

Public Comment on Agenda

No public comment

Approval of Minutes

Harold Gruber made a motion to approve the minutes of May 7, 2008. Second by Carl Weaver. All agreed. Motion carried.

Member Report

Rufus Geesaman reported on mail he received for the month. The revised HOP Permit for Frystown was received and to be filed. He also received information from PMAA regarding their convention to be held at Hershey in September.

Solicitor Report

Solicitor Parish advised members he received a drawing and legal description for an easement from BCIDA. He will prepare it, contact Attorney Settley and send to Rufus Geesaman.

Engineer's Report

PENNVEST FINANCING MATTERS:

1. This office recommended payment of invoices (separate correspondence to the Board) for the construction project for the following listed contracts (through to 5/23/08) which would require Board action for payment:
 - a. Contract # 1 Frystown collection Lines (61% complete to date).
 - b. Contract # 2 Bethel collection lines (29% complete to date).

- c. Contract # 3 Bethel Pump Stations (2% complete). NO CHANGE FROM LAST MONTH.
- d. Contract # 4 Bethel Wastewater Treatment Plant (3% complete).
- e. Contract # 5 Frystown Wastewater Treatment Plant (1% complete) NO CHANGE FROM LAST MONTH.

CONSTRUCTION MANAGEMENT AND LOGISTICS:

- 2. We continue providing the Board with our inspection reports (email) and have provided hard copies for Board Members of this past month's activities. In summary the work has been progressing as follows:
 - a. **Contract # 1** – Frystown Collection Lines. The work on the collection lines in Frystown is nearing completion. Generally, the main line has been constructed within and around the Village area. Main line work remains on the following items:
 - i. Sewer crossing along SR 0645 at Manhole # 3 (vicinity of Seigrist property).
 - ii. Sewer collection lines in and around Seymour Drive area.
 - iii. Upon completion of the main line work a crew will remain to complete the construction of the laterals.
 - b. **Contract # 2** – Bethel Collection Lines. The work on the collection lines in Bethel is well underway. Generally, the main line has been constructed from the Lancaster Avenue Pump Station north to the vicinity of Green Alley. Work this past month has completed the sewer line extension along OLD Route 22 (western spur). Currently the pipe crews have continued the line in Green Alley north of Lancaster Avenue and are working in that vicinity at this time.
 - c. **Contracts # 3 – # 8** This office continues receiving various submittals of shop drawings, etc. that we have been reviewing and distributing as necessary to other parties (electrical engineer, mechanical engineer, plumbing engineer, etc).
 - i. The wastewater treatment plant submittals were held up with a supplier's concern over tank dimensions and layout. However, this has been resolved as of Friday (last week) and we have issued the approved shop drawings for the Frystown Wastewater Treatment plant. We have received additional submittals for the wet wells (last week and today) and will work with these in the next week.
 - ii. Due to the current schedule and review of the elapsed time versus the percent complete we would recommend scheduling a progress meeting with the various contractors. The objective of the meeting to facilitate the coordination of all contractors involved and an assessment of the project schedule and progress.
- 3. 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.

Marks Contracting requested this afternoon that ALL remaining stakeout be completed to accommodate their flexibility in scheduling the work.

4. 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). Marks Contracting requested this afternoon that ALL remaining laterals be distributed to accommodate their flexibility in scheduling the work.

PLAN REVISIONS:

5. As the Board may be aware, we have encountered additional revision to the plans necessitated by various items this past month.
 - a. Another section of Bethel (in and around Strawberry Alley) we were asked to review a revision to the sewer line to accommodate the local residents. We expect to have this review completed shortly (in advance of the contractor working) and will report our findings to the Board. **No further progress on this matter from last month.**
 - b. The construction in Bethel encountered a storm sewer pipe and necessitates a revision to the sewer line layout (crossing under Lancaster Avenue). We are currently working with the contractor to complete the most cost effective alternative for this conflict.

STATUS OF PERMITS:

6. As a follow up to the building permits from the Township. As the Board may recall the initial review letter contained some requirements that would have required some re-design and additional costs that may have not been warranted. After further review by this Board and it's professionals in coordination with the Township's review agency it was determined that the BTMA was exempt from the UCC requirements. Subsequent to that determination we were in a receipt of a letter identifying three outstanding items that need further discussion. We will follow up with these items as may be necessary.
7. This office submitted a revised Highway Occupancy permit application to include the additional crossing along SR0645 in the vicinity of Manhole number 3 (Seigrist property). However, due to the timing of the Frystown collection lines (nearing completion) PENNDOT was contacted and issued a verbal approval to complete the work before having the official permit in order to prevent any delays to the contractor.

PUBLIC RELATIONS/MISC. INFORMATION:

8. We continue updating items on our website and certainly welcome any further suggestions on how this may be used for disseminating the project information.

ACTION ITEM STATUS:

9. The Draft technical manual prepared by Terry Parish has not been reviewed as of yet, but we will keep this as a secondary priority as the review of submittals (shop drawings, development plans, etc.) diminishes.

10. This office has a working draft of the lateral specifications but was unable to complete them for this evening's meeting. We can distribute copies for the Board members within the next few weeks in advance of the next Board meeting.

ITEMS REQUIRING FURTHER BOARD INPUT/DIRECTION:

11. In our plan reviews for the following development projects we have highlighted items the Board may want to discuss further as follows. Please note that generally these reviews are being completed as a secondary priority to any construction related reviews (revisions, shop drawing submittals, etc.):
 - a. **General Board Policy on reserving capacity.** The Board may want to consider what requirements they will establish as part of their policy in reserving capacity with the various developers in the event that there are more developers than available capacity.
 - b. **Gene Seigrist residential development.** We have revised plans and will complete the final plan review as time allows.
 - c. **Werner Trucking Development.** As a follow up to recent board input on this and surrounding properties we have issued a general review letter to the Board. We have included our comments in the Board's packets for this evening and can discuss them as deemed necessary. Otherwise, we will forward the review letters to the design engineer as directed by the Board.
 - d. **Berks County IDA property development.** To date, this office has not received any additional information or detailed plans for this development.
 - e. **Trammel Crow Development.** As discussed at last month's meeting, this office has met with this developer (Monday of this week), Township Officials, Authority members and the PADEP for gathering information. The developer is expected in attendance at this evening's meeting to receive some board input as follows:
 - i. Would the Authority allow the developer to place the sewer line extension (along SR0645) within the right of way five (5) feet?
 - ii. Would the Authority assist (if and as necessary) the developer in obtaining easements for the sewer line extension?
12. As a result of some discussions with the PADEP in regards to future developments within the sewer service area and PADEP requirements we will research additional information for the Board's further evaluation and input on the matter of nutrient credits versus infrastructure improvements.

Unfinished Business

Audit Information – Rufus advised members the audit for 2007 was received and complete. Several suggestions were given by the auditor for consideration by the Board. The auditor could assist Rufus in implementing a ledger in Quick Books with approximately 1 to 2 hours of time billed to Authority. David Younker made a motion to approve this action and have Rufus contact the auditor and set up a time to get us up to date. Motion seconded by Harold Gruber. All approved. Motion carried.

Berks Co. Public Works –A membership application that was tabled from last month was discussed, Rufus advised members the dues would be \$75.00 a year. After consideration it was decided to hold off for now and consider in the future once we hire an operator.

Chairman Younker then acknowledged Brian Boyer from Bursich Associates, who represents Werner Trucking. Brian had several questions for John regarding a review letter he received from John today via Fax. Members were also furnished a copy of the review letter for reference. Brian expressed concern to members regarding easements that may be required from adjoining land owners. He also stressed to members that his client (Werner) was looking to go to settlement this month and was looking for some assurance from the Board, possibly a “will serve letter” for the project to move forward and requested John verify the flow and EDU’s for his client to reserve the proper amount of capacity. Solicitor Parish mentioned an allocation agreement currently in process with Trammel Crow that could possibly be used for Werner too. Solicitor Parish will email an agreement to Brian for a place to start to satisfy their comfort level. Brian will also be in contact with John regarding the review issues.

Chairman Younker then acknowledged Andrew Mele from Trammel Crow. Andrew was looking for some input from the Board after a meeting held this past Monday with John, PADEP and Board Members. Two questions arose from the meeting. As stated in the Engineer’s report, there was a question allowing the developer, (Trammel Crow) to place the sewer line extension along Rte 645 within the right of way 5 feet. Andrew expressed his desire for the extension of the sewer line.

The second was whether the Board would assist and support obtaining easements from 8 property holders. Solicitor Parish advised him if it became necessary to compel easements the Township or Authority would have to obtain them. It would not be Trammel Crow’s responsibility.

New Business

Harold Gruber stated that we are only 6 months away from the plant being in operation and had questions regarding hiring and job description of an operator. David Younker questioned John regarding training of an operator for our system. John advised members that Dutchland will supply a person to operate the plant and assist with training until we are ready for that phase. John will put some information together for the Board’s review.

Carl Weaver had a question for John regarding the finishing and paving of School Road. Carl was contacted by a resident who was dissatisfied that the road was not finished to date as was done in Frystown. Carl also mentioned the residents concern with the dust and stones and heavy traffic in that area. John advised the Board it had been very wet and the contractor was waiting for the area to settle more before paving. John will check to see if the road can be improved due to the traffic flow until paving.

A letter from PROAC Corp. was received by David Younker. It was passed on to Solicitor Parish who will review and research this with John.

Authorization of Payment of Bills

Rufus advised members he received all the PENNWORKS money that was submitted with a requisite but only 30% of the PennVest money was approved. Several items were rejected with additional detailed paperwork required from Fisher Engineering and Solicitor Parish's office. He advised members that due to the delay we would not be able to pay back the \$1 million loan with the First National Bank. He has contacted Frank Leber's office to help renegotiate this loan with the bank. He would only be able to pay back \$250,000 toward the loan.

Rufus made a motion to pay the bills and authorize him to pay construction bills as received during the month once he receives the money. Motion seconded by Kevin Stupp. All approved. Motion carried.

David Younker stated his concern regarding the electrical contractor and the status of Met Ed service. He encouraged John to keep working on this and keep it moving forward.

Public Comment

Gerald Strauss who owns and operates Bressler Service, Old Route 22 had a question regarding the requirement of 2 hook up fees and individual laterals for each building on his commercial property. The Board realizes that there are different scenarios and has to establish some policies. After discussion, John will check on the use and the Board will have to establish some criteria depending on the flow. Rufus Geesaman will have someone stop by to look at the situation.

Doug Drescher, 8486 Lancaster Ave had a plan for John Roche to look at regarding sewer lines in the floor of a basement apartment he is working on. He was advised John is working on a tech manual right now and should have more information next month for the Board's review.

Gloria Eisler, 8474 Lancaster Ave had some pictures for the Board's review regarding two laterals installed at the rear of her property in the alley. She is concerned they may be hit or damaged until they are permanently covered with boxes at a later date. Rufus Geesaman will contact the Township to put up some cones or a barricade to protect them. The laterals fall on the Township right of way.

Adjournment

A motion to adjourn the meeting at 8:40 p.m. was made by Rufus Geesaman. Second by Carl Weaver. All agreed. Motion carried.

Respectfully Submitted,

Darlene M. Orendo
Secretary