

**BETHEL TOWNSHIP MUNICIPAL AUTHORITY
MINUTES**

October 4, 2007

The meeting of the Bethel Township Municipal Authority was called to order by Chairman David Younker at 7:05 p.m. on October 4, 2007 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 – absent

David Younker – present

Carl Weaver – present

Also present were John Roche, Vision Engineering, Inc., Jim Fisher, Fisher Engineering and Darlene Orendo, Secretary.

Public Comment on Agenda

No public comment

Approval of Minutes

Rufus Geesaman made a motion to approve the minutes of August 28 & September 5, 2007. Second by Harold Gruber. All agreed. Motion carried.

Member Report

None

Chairman Younker deviated from the agenda at this time and recognized Brian Boyer, Bursich Associates, Inc. project coordinator for the Werner Truck Terminal Project. He referred to a letter sent to the Authority concerning the estimated anticipated sewage flow for Werner. He mentioned that they may require extra flow for a possible truck wash area in the future. A letter from Will B. Jones, Associate Corporate Counsel for Werner Trucking detailing capacity was also received. John Roche recommended Brian discuss any re treatment requirements with Solicitor Parish. Rufus Geesaman also recommended Solicitor Parish contact their legal counsel regarding the capacity reservation.

Solicitor Report

Solicitor Parish was absent from tonight's meeting and emailed a report to all members. Chairman Younker requested the secretary read the report. Solicitor Parish requested the Board authorize him to refer to Jerry Richwine, Esquire, of the law firm of

Roland Schlegel on two easements that are being contested. Harold Gruber made a motion to authorize Solicitor Parish refer to Jerry Richwine, Roland Schlegel for the two easements and future easements. Second by Carl Weaver. After discussion, the motion was then amended by Harold to add, and any other easements which appear to be contested. Second by Rufus Geesaman. All agreed. Motion carried.

Engineer's Report

Bethel Township Municipal Authority
Monthly Report for October '07

Village of Bethel:

1. Currently there are three (3) bid contracts established for this work including the following:
 - a. Contract # 2 – Proposed Sanitary Sewer (Conveyance & Collection) Lines.
 - b. Contract # 3 – Proposed Pump Stations (Lancaster Avenue & Old 22).
 - c. Contract # 4 – Proposed Wastewater Treatment Facilities & Appurtenances.
2. The completion of the Project Manuals (Construction Plans, Front End legal documents, technical specifications and bidding documents) for these contracts should be completed this week so that they can be reviewed in the final format with Attorney Parish when he returns next week. I have furnished copies of the Final Drafts for the Authority's review at this evening's meeting.
3. Upon completion of the project manuals and review with Attorney Parish the bid date will be established and the documents will be published and distributed to the bidders.
4. There were a few requests for revisions to the sewer plan layout during the past month. It was decided to maintain the priority for the bid plans and specifications to complete these revisions as field revisions. However, upon completion of the bid documents we will begin any specific revisions requiring easements so that the easements can be revised accordingly.

Village of Frystown:

1. Currently there are two (2) bid contracts established for this work including the following:
 - a. Contract # 1 – Proposed Sanitary Sewer (Conveyance & Collection) Lines.
 - b. Contract # 5 – Proposed Wastewater Treatment Facilities & Appurtenances.
2. The completion of the Project Manuals (Construction Plans, Front End legal documents, technical specifications and bidding documents) for these contracts

should be completed this week so that they can be reviewed in the final format with Attorney Parish when he returns next week. I have furnished copies of the Final Drafts for the Authority's review at this evening's meeting.

3. This office received some inquiries into sewer capacity for Frystown. I requested the parties to write letters to the Board describing the details as well as appear before the Board at the meeting to discuss. To this date we have not received any letters outlining the details.

Coordination work with Other Consultants:

4. At this point, the remaining coordination efforts are as listed below.
 - a. **Fisher Engineering:** I have been and will continue working with Fisher Engineering in completing the construction plans and technical specifications for the Five (5) contracts. The plans at this point have had or are in process of a final check and are awaiting final drafting revisions (a day or two at most remaining). The technical specifications should be completed this week for a final review prior to next week's review with Attorney Parish.
 - b. **Attorney Parish** Completion of bid documents and final coordination efforts/review of bid documents with Terry Parish.
 - c. **Print O Stat:** I have contacted Print O Stat (large commercial printing Company) to establish the logistics of printing the bid documents (approximately 200 plan sheets estimated for each round of contracts and about 2,000 8-1/2 by 11 copies). They are providing a high volume discount (\$0.09/square foot or about \$0.54 per plan sheet & 7 cents per copy for the 8-1/2 by 11 in addition to other handling/binding charges). They are awaiting the submission of the package and will retain all copies on their hard drive for reprinting additional copies as needed (additional bidders, etc.). The minimum number of sets we would be making for the initial package is ten (10) of each contract but no more than twenty (20).

Other Input required from the Board:

5. In regards to finalizing the contracts for bids, we are awaiting the Board's final decision and direction with regards to the separation of contracts (Separations Act).

Status of Easements:

6. This past month we delivered additional easements to Terry Parish for his further processing (Village of Bethel). Furthermore, we have just completed the FINAL easement plans and descriptions (12 in Bethel) which we are forwarding to Terry Parish tomorrow morning (separate correspondence).
7. As noted earlier, due to some requested revisions (handled through field revisions) we will need to revise some easements and will complete this upon the completion of Bid Plans and documents.

Status of Permits:

8. The Highway Occupancy permit for Bethel (Collection/Conveyance lines) was issued this month. Furthermore, we received a review letter from PENNDOT on the Frystown (C/C lines). These revisions have been completed (today) and will be resubmitted tomorrow. All revisions requested by PENNDOT have been included in the bid documents (plans).

Financing Status:

9. Frank Leber has been in contact with PENNVEST (Brian Johnson) and has indicated that the Board is granting a time extension to allow the Board more time in finalizing the transaction due to the timing of the Holidays on the back end of the transaction (legal/financial portion).

There was a question during the report regarding the number of sets of bid documents. Carl Weaver recommended to start with 10 sets. Input from members regarding the Board's final decision and direction on the separation of contracts was requested by John. Rufus Geesaman stated that he had contacted Frank Leber, bond counsel regarding this issue. Frank advised Rufus that separation is required by law due to the extensive project to be bid. After discussion, Rufus Geesaman made a motion to take the mechanical, plumbing and electrical contracts out of the contract and make three separate contracts. David Younker seconded the motion. All agreed. Motion carried.

Chairman Younker recognized Jim Fisher. Jim stated that he had nothing else to add to the report; it was all covered by John.

Unfinished Business

All items were previously discussed.

Chairman Younker had an additional question to John Roche regarding Met Ed service. John stated he had turned that over to the Electrical contractor. He will check with him. The secretary was instructed to keep this on the agenda.

New Business

Discussion regarding the Township's website followed. Supervisor Randall Haag advised the Board that the Township secretary had been working on a website. Supervisor Kenneth Norton has taken over the assignment. The Authorities minutes were being emailed to Fisher Engineering who posted them on his site. The secretary was instructed to continue to send them to Jim until the Bethel Township website is up and running.

The Township newsletter was also discussed. The secretary was instructed to put a statement together regarding our progress and mention a community meeting to follow in the New Year. We will also keep the community meeting on the agenda.

A change notice from Berks County Assessment Office was received regarding the land obtained from the Fire Company. A motion was made by Harold Gruber to send the new tax assessment notice to Solicitor Parish. Second by Rufus Geesaman. All agreed. Motion carried.

Rufus Geesaman reported that the Title Insurance on the Lancaster Ave pump station was received. It is to be filed.

Larry & Betty Manbeck, 8409 Lancaster Ave, Bethel were recognized by the Chairman to discuss a line revision to their easement and condemnation. After discussion the Manbeck's were advised that Solicitor Parish will send out a revision for them to sign.

Supervisor Randall Haag reported to members that as of October 1, the Township took possession of the John Bicksler home that has been leased to us from the BCIDA. He is looking for input from members regarding space for the Authority in the building. Chairman Younker requested 30 days time to get back to the Township. This will also be added to the agenda.

Authorization of Payment of Bills

Rufus Geesaman reported on the Penn Works escrow. We can pay the escrow interest out of the loan and we will actually earn more interest than we are paying.

Harold Gruber recommended the language in the contract documents to require the contractor to submit requisitions for payment by the 25th of the month. John Roche will put in the contracts.

Rufus Geesaman made a motion to pay the bills and transfer \$47,000 from the loan. Second by Carl Weaver. All agreed. Motion carried.

Rufus will be sending in requisitions against the loan and the grant to get some funds on hand.

Public Comment

Christian Swope, Bethel inquired about the type of building. John Roche stated we will be meeting DEP standards.

Adjournment

A motion to adjourn the meeting at 8:45 was made by Harold Gruber. Second by Rufus Geesaman.

Respectfully Submitted,

Darlene M. Orendo
Secretary