

**BETHEL TOWNSHIP MUNICIPAL AUTHORITY
MINUTES**

May 6, 2009

The meeting of the Bethel Township Municipal Authority was called to order by Vice Chairman, Harold Gruber at 7:05 p.m. on May 6, 2009 at the Bethel Township Community Center, Bethel PA.

Pledge of Allegiance

Roll Call

Vice Chairman Gruber called the roll:

David Younker - delayed

Rufus Geesaman – present

Kevin Stupp –present

Carl Weaver – present

Also present were Solicitor, Terry Parish John Roche, Andrew Gaul of Vision Engineering and Darlene Orendo, Secretary.

Public Comment on Agenda

None

Approval of Minutes

Rufus Geesaman made a motion to approve the minutes of April 1, 2009. Motion seconded by Kevin Stupp. All agreed. Motion carried.

Kevin Stupp made a motion to approve the minutes of the Special Meeting held April 23, 2009. Second by Carl Weaver. All agreed. Motion carried.

Member Report

Rufus Geesaman reported about correspondence to members. He has the VIN number for the new truck ordered and will call regarding insurance coverage. The truck should be ready by the end of the month. He also received a letter from Steckbeck Engineering regarding a change to the Andrew Zeiset subdivision. The change must go through the Planning and Supervisor's Board.

Solicitor Report

Solicitor Parish reported that the easement with Wesley Weiant has been signed and is to be recorded. He also reported that a total of 13 EDU's usage for the Bethel School has been determined and proposed by Vision Engineering. He has prepared an agreement using that number to determine a monthly treatment amount to be charged to the district. The school solicitor will present the agreement for signatures by the school board at their next meeting.

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. BTMA-08107 Andrew Zeiset Subdivision: This office has completed an informal review of this plan and can discuss them with the Board.
2. Outstanding restoration work items:
 - a. The restoration work for curb and paving adjacent to the Old 22 pump station are in question and should be further discussed by the Board.

FINANCING MATTERS (PENNVEST & PENNWORKS):

3. *This office is recommending payment of invoices (separate correspondence to the Board) for the construction project for the following listed contracts (through to 04/24/09) which would require Board action for payment. The payment details are attached (separate correspondence) and summarized as follows:
 - a. Contract # 1 Frystown collection lines (93% complete to date).
 - b. Contract # 2 Bethel collection lines (104% complete to date).
 - c. Contract # 3 Bethel Pump Stations (79 % complete).
 - d. Contract # 4 Bethel Wastewater Treatment Plant (91% complete).
 - e. Contract # 5 Frystown Wastewater Treatment Plant (63% complete).
 - f. Contract # 6 Mechanical Systems for WWTP and appurtenances (38% complete).
 - g. Contract # 7 Plumbing Systems for WWTP and appurtenances (36% complete).
 - h. Contract # 8 Electrical Systems for WWTP and appurtenances (63% complete).

CONSTRUCTION MANAGEMENT AND LOGISTICS:

4. Our inspection reports are available to the Board members (via our website) and can be furnished (paper copies) upon request. We have discontinued our practice of automatically distributing the Board copies as directed last month. In summary the work has been progressing as follows:
 - a. **Contract # 1** – Frystown Collection Lines. No work was completed this past month (payment of prior change orders only). As an update the work progresses as follows:
 - i. The Township has requested to complete the paving (entire width) of Township roadways only with a separate contract. The

contractor is receptive to this proposal but are awaiting formal acceptance of this release.

- ii. The contractor is meeting on site with the paving contractor and this office Friday morning to discuss the PENNDOT paving (restoration) items.
 - iii. *The contractor has provided an updated schedule for the restoration work on this contract.
- b. **Contract # 2** – Bethel Collection Lines. The work completed this past month included primarily restoration work of the trench (disturbed) areas.
- c. **Contracts # 3 – # 8** The work on the various contracts continues in varying degrees. We continue holding regular (bi-weekly) progress meetings for ALL contractors, engineers, etc. in order to facilitate coordination of all parties.
- i. *We received some recent information (yesterday) relative to the building and pump decisions made at the special meeting which the Board may want to consider.
 - ii. There have been a few change orders proposed as result of reviewing various submittals etc. and are discussed below.
 - iii. **The contractor's have provided a substantial completion date (verbal) to June 30, 2009. This date is predicated on the electrical work and specifically to MET-ED providing service and connections on a timely basis. We were recently informed that MET-ED is scheduled for this work this week (weather dependent).

PLAN REVISIONS AND/OR CHANGE ORDERS:

5. Contract # 8 – Proposed Change Orders # 7 thru # 10 - Electrical Contract (Bethel WWTP). We have attached copies of these change orders and will verbally present them this evening.

DEVELOPMENT PLANS FOR BOARD INFORMATION/UPDATE:

6. General Policy matters for non-residential users: We initiated a discussion with the Board members at the special meeting regarding non-residential users and establishing a board policy in that regard. This can be continued in the coming months.

OTHER MATTERS REQUIRING BOARD REVIEW AND/OR ACTION:

7. Plant Operations & Equipment: As directed, we have had some initial conversations with one of the plant operators (Tulpehocken Township) in order to ascertain possible shared use of equipment, etc. We are suggesting the Board schedule a workshop meeting to discuss this matter along with logistics of the overall plant operations.
8. Lining Work for Manholes and Logistics

- a. Reference attached email (Terry Parish) regarding the processing of this work if the Board is further interested.
 - i. If the Board is interested in this upgrade, this office would recommend targeting specific structures such as the influent wet well structures, wet wells for the pump stations, drop manholes and any other appropriate structures.
 - ii. This office (as directed) can prepare bid documents as necessary.
9. Other Improvement and Funding considerations: NORTHERN EXTENSION (Klahr Road).
 - a. As requested this office has evaluated some initial options and can discuss them briefly with the Board this evening.
10. Plant Operations logistics (contract operations versus Township employee). This work can move ahead as directed by the Board.

PUBLIC RELATIONS/ MISC. INFORMATION:

11. We will continue working with Terry Parish on the various ordinances as necessary.
12. We were informed this week that the Township has placed the ACT 537 plan revisions as being driven by the developers (Frystown village) on hold since it appears that the developers have been holding also.

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

Outstanding curbing restoration work was discussed by members. Property owner is very dissatisfied with the restoration and is now concerned about the paving due to the poor workmanship of the curbing. Cost for the restoration is also an issue with the contractor. After discussion Solicitor Parish and John will meet and determine the scope of the work and report back to the Board next month.

7:25 pm – at this time the meeting was turned over to Chairman Younker.

Contract #1 – Frystown paving work was discussed. John is working with Jao Bradley and will write a letter of release to the Township to complete the work.

Contract #3-#8 – Member reviewed a packet from Envirep, Inc. with some pump modifications. After review, Rufus Geesaman made a motion to override the motion made at the April special meeting and go with Change Order #3, Rev #1 with pipe. Motion seconded by Kevin Stupp.

The following change orders were acted on by the Board.

Bethel WWTP : Rufus Geesaman made a motion to approve Change Order #7, Contract #8. Second by Harold Gruber. All approved. Motion carried.

Kevin Stupp made a motion to approve Change Order #8 & #9, Contract #8. Second by Rufus Geesaman. All agreed. Motion carried.

Rufus Geesaman made a motion to authorize Change Order #8 & Change Order #9, Contract #8 for Bethel and Frystown. Carl Weaver seconded the motion. All agreed. Motion carried.

Other Matters Requiring Board Action

9. The Northern Extension options were discussed. Members agreed this should be treated as a separate project. Vision Engineering will submit our application to PENNVEST for funding. Vision will also come up with some costs to meet PENNVEST'S 5/18 meeting deadline.

10. Plant Operations logistics were then discussed. Rufus Geesaman reported the Board received a resume from Mike Kreiser. Mr. Kreiser was in attendance of tonight's meeting. Chairman Younker acknowledged him and he gave detail of his experience in plant operations and answered questions from members. Mike will supply a contract bid to the Board. John will be in touch with Mike.

Supervisor Haag had a question about the gate and fence around the Frystown treatment plant. He wants to ensure it will be light enough for employees to easily open and close. He was advised it will have an opener and be padlocked. Supervisor Haag also mentioned the Township office has received a lot of calls concerning hook up requirements.

Andrew submitted the projected electrical costs requested by Supervisor Haag.

Members received draft copies of all the technical manuals. They will be adopted at the next meeting. Once approved, copies will be sent to the Township office and made available to the public.

Unfinished Business

Rufus Geesaman mentioned about the Position Descriptions he sent out via email to members. Solicitor Parish had sent out a suggested revision via email which Rufus did not receive. Darlene will forward a copy to Rufus.

Rufus Geesaman also discussed an outstanding bill issued to Werner Trucking for engineering costs. Solicitor Parish will contact Werner regarding this issue.

A letter from Faren, Garcia LLC was received. They are requesting the Chairman sign a financial statement so they can issue the final audit report. Rufus Geesaman made a motion to have the Chairman sign the letter so the auditor can issue his final report. Second by Carl Weaver. All agreed. Motion carried.

New Business

Rufus received a form from Pa Labor and Industry regarding workman's compensation. After discussion, David Younker made a motion to pay the fee of \$25.00 to protect us. Motion seconded by Carl Weaver. All agreed. Motion carried.

Authorization of Payment of Bills

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

Public Comment

Andrew Zeiset was seeking a letter of approval from the Board regarding his subdivision change. The Board also has a driveway easement on this subdivision. Solicitor Parish stated that the Authority would not approve the plan, the only effect to us is the driveway and we are satisfied. He directed Mr. Zeiset to get final approval from the Planning Commission and the Township. Solicitor Parish would draw up an agreement of access and usage of the driveway once all the changes have been approved by the Township. He will also check with the Township Solicitor regarding this issue. John will also check the review letter from Jim Fisher and issue a letter to Mr. Zeiset, his engineer, and the Township.

Jayne Seifrit, Township Secretary advised the Board we now need to appoint our own open records person. Solicitor Parish will draft a resolution of appointment. She also questioned when Township residents would receive letters regarding tap in requirements. The Board anticipates Bethel by July 1 and Frystown by Oct 31.

Supervisor Randall Haag questioned John on the 537 plan hold. John advised that he was currently waiting for Larson Group to provide him with map changes etc...

Carl Giorgio recommended that the final coat of paving not be done before the curbing restoration is complete. John will flag the area in concern.

Christian Swope asked when the Bethel plant should be complete. He was told June 30.

Supervisor Randall Haag stated he would like to be contacted once all the paving is complete so he could place the new street signs. John will check and advise him.

9:10 pm – Chairman Younker called an executive session at this time to discuss personnel issues. The meeting was reconvened at 9:27pm.

Adjournment

A motion to adjourn the meeting at 9:30 p.m. was made by Carl Weaver. Second by Harold Gruber.

Respectfully Submitted,

Darlene M. Orendo
Secretary