

**BETHEL TOWNSHIP MUNICIPAL AUTHORITY  
MINUTES  
Special Finance Meeting**

**September 2, 2009**

The meeting of the Bethel Township Municipal Authority was called to order by Chairman, David Younker at 7: 04 p.m. on September 2, 2009 at the Bethel Township Community Center, Bethel PA.

**Pledge of Allegiance**

**Roll Call**

Chairman Younker called the roll:

Harold Gruber – delayed

Rufus Geesaman – present

Kevin Stupp – present

Carl Weaver – present

Also present were, John Roche -Vision Engineering,  
Solicitor, Terry Parish & Secretary, Darlene Orendo

**Public Comment on Agenda**

None

**Approval of Minutes**

Rufus Geesaman made a motion to approve the minutes of August 5, 2009.  
Second by David Younker. All agreed. Motion carried.

**Member Report**

Rufus reported on information he received from PMAA and DEP. He also mentioned that a copy of the financial report was required from Thomas Insurance for the bond renewal. He also advised he will be going through Costars for lab equipment.

**Solicitor Report:**

None at this time

**Engineer's Report:**

~~Monthly Report for August '09~~

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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. Frystown Resident concerns and work items: As requested this office has worked on the following matters related to various resident concerns as follows:
  - a. \*We have asked the Geologist to investigate a resident claim of the sewer installation affecting their well water. We are awaiting the findings on this matter.

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

2. \*This office is recommending payment of invoices (separate correspondence to the Board) for the construction project for the following listed contracts (through to 08/21/09) which would require Board action for payment. The payment details are attached (separate correspondence) and summarized as follows:
  - a. Contract # 1 Frystown collection lines (96% complete to date). **This is primarily for additional testing and repairs (damaged laterals) as authorized by the Board.**
  - b. Contract # 2 Bethel collection lines (94% complete to date).
  - c. Contract # 3 Bethel Pump Stations (95% complete).
  - d. Contract # 4 Bethel Wastewater Treatment Plant (97% complete).
  - e. Contract # 5 Frystown Wastewater Treatment Plant (69% complete).
  - f. Contract # 6 Mechanical Systems for WWTP and appurtenances (66% complete) NO WORK THIS PERIOD.
  - g. Contract # 7 Plumbing Systems for WWTP and appurtenances (63% complete).
  - h. Contract # 8 Electrical Systems for WWTP and appurtenances (75% complete).
  - i. OVERALL PROJECT (ALL CONTRACTS) 85.8 % Complete.

#### **CONSTRUCTION MANAGEMENT AND LOGISTICS:**

3. 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. **Contract # 1** – Frystown Collection Lines. We did receive a copy of the Maintenance Bond which is required prior to releasing of this and the prior month's payment (we are asking the attorney to review the document submitted).
  - b. **Contract # 2** – Bethel Collection Lines. No significant work was completed this past month on this contract.
  - c. **Contracts # 3 – # 8** The work on the various contracts continues in varying degrees.
    - i. The lining project for the village of Bethel (Bethel WWTP tanks and the pump stations) is now complete. Although they

experienced some difficulties with the weather the tanks are now properly lined.

- ii. The Bethel WWTP has begun the startup operations and is scheduled to be fully operational in time for receiving the T ASD (Bethel Elementary School) flows.
- iii. Work is progressing at Frystown with the recent completion of the building substructures (basement slabs and walls).

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

- 4. Plant Operations: We will continue updating the operator (Select Environmental Solutions) on proposed plant startup, testing and operations.
  - a. This office will continue our efforts working with the “COSTARS” procurement program for pricing and selection of the essential equipment for plant startup.
  - b. This office will continue our efforts working with the development of costs and options for the workspace (counter) and storage (cabinets).
- 5. Lining Work for Manholes and Logistics
  - a. This office had follow up discussions on the application with PENNVEST and PADEP staff. We were advised that this type of project would NOT be favorably considered for funding as a green project (due to the current focus). However, if the Board elects to pursue this project as a change of scope with PENNVEST we could discuss this option and pursue as directed by the Board.
- 6. CHANGE ORDERS:
  - a. We have included documents in the Board packets itemizing Change Order # 15 to Contract # 8 (previously directed) in order to provide additional electric panels for the garage building (Bethel WWTP). This panel will allow for future expansion as well as a separate panel for welding (so as not to interrupt the plant operations). The Board would need to ratify the prior direction given on this change order.
  - b. We have included documentation for the Board’s consideration in concurrence of change orders (no costs provided) for the laboratory setup (plumbing and electrical contract changes). This was necessitated upon final layout of the lab bench and workstation with the contract operator.
- 7. NORTHERN EXTENSION (Klahr Road).
  - a. This office continues our efforts in finalizing the final design, layout and permitting for the extension work. A final determination was received today from PADEP that permits are required for the work which we will work on as needed.

## **PUBLIC RELATIONS/ MISC. INFORMATION:**

8. This office received quite a few questions with regards to the connection standards (existing connection point) and we are recommending the board consider revising the standard connection detail (at existing pipe connection) but would like to discuss this with the Board this evening.
9. **WAIVER OF CONNECTION STANDARD:** A waiver was submitted for a connection standard (copy of letter attached) that we would like to discuss with the Board this evening.
10. \*This office participated in a conference call yesterday with Frank Leber's office discussing the PENNVEST financing and current Authority's position. Frank requested some additional information for his further review and analysis. In that conference call Frank recommended that the Authority considers discussing prior agreements made with some of the more significant users of the system as part of the system wide evaluation.

The following notes were taken during the report.

Chairman Younker deviated from the beginning of the report and moved to #9.

9. – Waiver of Connection Standard – after discussion Rufus Geesaman made a motion to approve the waiver. Second by Carl Weaver. All agreed. Motion carried.

A letter from Del Locke's attorney was then discussed. Solicitor Parish will set up a meeting with Mr. Locke and his attorney. Rufus Geesaman will also attend.

The report then continued.

**5. Lining work for manholes** –After discussion members requested this be submitted again to PENNVEST at their January meeting. This should be kept on the agenda for the October meeting.

### **6. Change Orders:**

a. Change Order #15 – Contract 8 – David Younker made a motion to approve change order #15. Kevin Stupp seconded the motion. All agreed. Motion carried.

b. No cost provided at this time but plans were submitted. Members reviewed plumbing and electrical changes at this time. Rufus Geesaman made a motion to approve the change order but not to exceed to \$2500.00. Second by Kevin Stupp.

7. DEP has requested permits. It was advised that we need to move as quickly as possible.

## **Public Relations/Misc Information**

8. A change to the connection manual was discussed. After discussion, Carl Weaver made a motion to revise the manual to use the 5000 Series Repair Coupling instead of the Mega Coupling. Second by Rufus Geesaman. All agreed. Motion carried.

### **Old Business:**

**EDU – rates & regulations** – a discussion on how to levy EDU's on businesses was discussed. Members decided to form a small group of Rufus Geesaman and Carl Weaver. They will meet with John Roche to make some recommendations to the Board.

Members also discussed the possibility of a meeting with the IDA concerning financing. Solicitor Parish will set up a meeting. Rufus Geesaman will also attend.

Mandatory connection notice was also discussed. Solicitor Parish will draft a connection notice and send to John Roche.

Rufus also advised members that the CPA set up a data center to do batch billing. Using a post card for billing was also discussed. Solicitor Parish will give Rufus information.

Bids for mowing to finish out 2009 were discussed. Members reviewed 3 bids. Hower Landscape submitted the lowest bid. Carl Weaver made a motion go with Hower Landscape for 2009. Second by Kevin Stupp. All agreed.

Rufus received a letter requesting a waiver to the current standard pipe. After discussion Rufus Geesaman made a motion to stick with the specified standard, second by Harold Gruber. All agreed. Motion carried. John will send a response back.

Financing was discussed. Members decided to hold a special meeting to be advertised for September 16<sup>th</sup> at 7:00 pm to be held at the Community Center if it is available. Financing and setting rates will be discussed.

### **New Business**

Rufus advised members he was doing maintenance work at the Bethel WWTP. He requested a lower pay rate for maintenance than for business manager. He does not mind doing the work and feels there is not enough work at this time to hire an employee. After discussion, David Younker made a motion to pay Rufus Geesaman \$12.50/hr for maintenance and keep a separate time sheet. Second by Carl Weaver. All agreed. Motion carried.

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

Rufus Geesaman made a motion to authorize payment of the bills and pay Met Ed and the Visa credit card which he just received. Second by Harold Gruber. All agreed. Motion carried.

### **Public Comment**

Supervisor Ken Norton stated that the Board of Supervisor's are throwing around concepts to move the Township office to a permanent location and include all services. They are looking to get costs and wanted to get the Authority's commitment and also looking at the possibility of obtaining some funding through PENNVEST or PennWorks.

Supervisor Randall Haag had some questions regarding the tapping fee and estimations of start up for both locations. He also had a question regarding Harold Gruber

remaining on the Board because he no longer lives in Bethel Township. Solicitor Parish addressed this issue several months ago and rendered the opinion in writing that as long as he pays taxes in Bethel Township he could keep his position on the Board.

Several other residents had a questions and concerns for the board at this time.

**Adjournment**

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

Respectfully Submitted,  
Darlene M.Orendo  
Secretary