

**BETHEL TOWNSHIP MUNICIPAL AUTHORITY
MINUTES**

APRIL 4, 2007

The meeting of the Bethel Township Municipal Authority was called to order by Chairman David Younker at 7:05 p.m. on April 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 - present

David Younker - present

Carl Weaver - absent

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

Public Comment on Agenda

No public comment

Approval of Minutes

Harold Gruber made a motion to approve the minutes of March 7, 2007. Second by Kevin Stupp. All agreed. Motion carried.

Member Report

Rufus Geesaman reported he had received the Authority's first check from PENNWORKS against bills he had submitted for reimbursement. He also mentioned that he had received some financing changes for the loan with PENNWORKS. A schedule of the interest payments was submitted that are to be made against the loan starting May 1. Rufus made a motion to have the Chairman and Secretary sign the financing changes for the loan agreement to do with the interest payments on the loan. Second by Kevin Stupp. All agreed. Motion carried.

Rufus also reported that a meeting with the auditors is set up for May 1 to help get us set up with accounts for record keeping. This action was approved at last month's meeting.

Darlene Orendo reported that a transcript of the closing documents for PENNWORKS were received from the office of Frank Leber and are filed at the Township Office.

Solicitor Report

Attorney Parish stated that all items to be discussed are under Unfinished Business.

Engineer Report

The following is the monthly engineer's report.

Bethel Township Municipal Authority
Monthly Report for April '07

Financing Items Status:

1. This office continued assistance this past month with the PENNVEST staff & agents (consultants) regarding their continued review of the loan application. The upcoming board meeting is scheduled for April 17, 2007 which the Board is anticipating being on their agenda for consideration (funding offer). Vickie Johnson explained that since the Board meeting is on a Tuesday (04/17/07) that their policy is to distribute invitations for all parties being considered by the Board the Friday before the meeting (04/13/07). The board may want to discuss and decide tonight who should be in attendance at the meeting. This office can assist in providing all the information needed to bring along to the PENNVEST board meeting.
2. During the review of the PENNVEST application the accounting firm was scrutinizing the application with regards to specific commitments (financial) from various developers (IDA, Seigrist, Dwight Miller, and any others). This information may or may not be required prior to closing (as a condition). As a result, it would be prudent to persist in obtaining these documents if possible to avoid delays in closing.
3. PENNWORKS has requested a revised draw down schedule. We have provided the Board with a draft copy for their review and input in this regard prior to sending on to DCED.

Village of Frystown:

4. The Detailed Boundary Survey work (Frystown and Bethel) is ongoing with the resolution of some boundary discrepancies that are being worked on. With the completion of these surveys we will forward the easements of these properties to the Solicitor for his further review and processing in this regard.
5. As requested last month we have reviewed the grading of the sewer line (adjacent to # 584 Frystown Road) and would like to discuss this further with the board as necessary.

Village of Bethel:

6. This office continues addressing the review comments of the **E&SPC Report** and Plan together with the various General Permit and NPDES applications as issued by the Berks County Conservation District. This work is being coordinated with the Land Development Plans for consistency between documents (Land Development plans & E/SC) and to minimize revisions and rework.
7. It was revealed with the detailed survey information (required by specific properties) that the sewer line may have to be revised to avoid conflicts with a storm sewer line which was not apparent on the original (aerial) survey. As a result of this relocation we will need to confirm the exact location of the waterline which is being worked on this week (our surveyor).
8. As directed, we are no longer pursuing the shared driveway with the Zeiset property (Bethel WWTP site). However, this recent plan revision has created some potential easement requirements which we would like to discuss with the Board this evening.

General System Information & Logistics:

9. We received direction from Bethel Township that it would be appropriate for the Board (BTMA) to submit a request for consideration by Bethel Township for waiver of the Land Development process with the following recommended language ***“BTMA requests a waiver from following the formal land development plan procedures contained in the Bethel Township Subdivision and Land Development and related ordinances for the proposed sewage treatment plant sites and the pump station sites. It is BTMA’s intent to adhere as closely as possible to the applicable ordinances, and BTMA has authorized Fisher Engineering to prepare the plans accordingly”*** this should be presented on Authority letter

head and be submitted to both the Township Planning Commission & BOS for their consideration.

10. Disadvantaged Business Enterprise (DBE) Requirements (MBE/WBE firm solicitation documentation) should be reviewed by the Authority solicitor. The PENNVEST staff (Lois Menear) requests that the BTMA's MBE/WBE firm solicitation documentation is received by DEP for its review no later than 60 working days prior to the scheduled BTMA PENNVEST Loan closing date. We have provided copies of this information to assist Terry Parrish in his review. We should consider including this language in the project manual (bid and contract documents).
11. The project manual (technical specifications and legal requirements for bidding and construction) will be prepared this month. We will coordinate our efforts with Terry Parrish as necessary.

Coordination work with Other Consultants:

12. As directed last month we have given the Architect further direction with the Board's input from last month's meeting. We do have preliminary sketches to present the Board this evening for their further input prior to finalizing the plans and building design details.
13. We have continued our coordination efforts with the Mechanical Electrical & Plumbing (MEP) engineer (Arris Engineering) in completing the various system designs, layouts, plans and specifications. Our drawing files have been uploaded to Arris's FTP site for their use in preparing their design and documents.
14. Arris has been provided with all the various equipment manufacturers' (basis of design) representatives contact information for finalizing specific mechanical and electrical requirements.
15. Arris is initiating contact with MET ED and following through on our initial contacts and setup (prior account numbers established) with regards to establishing electrical services for the various sites. Arris has also been directed that funds should be available (PENNWORKS) to establish any electrical services in advance of the construction project as may be necessary to maintain the project schedule.

Other Input required from the Board:

16. For the Bethel and Frystown WWTP sites and the Bethel Pump Station sites, according to the Township ordinance, an 8 ft. high fence with evergreen plantings is required (screening requirements). Jim Fisher has indicated that the type of fence and screening to be proposed for each site should be discussed with the Board members.
17. For the Frystown WWTP site, it would appear that the 40 ft strip parcel (obtained later) may need to be annexed to the main parcel for ordinance conformance, however, this may need to be discussed with the Solicitor for his input due to how these properties were acquired (without subdivision plans via condemnation).
18. For the Bethel WWTP site, an additional easement is necessary for the required turning radii of a tractor trailer (for sludge hauling) off of SR501 into the WWTP driveway

The PENNVEST board meeting was discussed with a recommendation by members for Attorney Parish and Rufus Geesaman to attend. They will both check their schedules. It was also recommended that Frank Leber be contacted to attend and represent the Authority.

The board discussed an easement concern for the plan revision to the Bethel Treatment plant driveway. David Younker will contact Mr. Zeiset concerning this revision. Terry Parish will send David a legal description.

Rufus Geesaman made a motion to have the Secretary submit a letter to the Board of Supervisor's requesting the Township waive a formal land development plan procedure. Second by Harold Gruber. All agreed. Motion carried.

Members reviewed preliminary sketches to revisions recommended at last month's meeting. Input from tonight's meeting will be implemented and revised for approval at next month's meeting.

Fisher Engineering will provide cost comparisons regarding evergreen plantings and fencing.

Chairman Younker deviated from the agenda and acknowledged Jason Moyer, 30 Seymour Dr, Frystown. Mr. Moyer shared his concern of a row of mature trees that he does not want to be removed when sewer lines are run on his property. Fisher Engineering will contact Mr. Moyer to review the site. He also mentioned his concern of the height of the paving once construction is complete that may affect the use of his garage. The property is currently owned by his mother Theresa Moyer and is in the process of being transferred to him. Attorney Parish will update our records.

Don from USA Trucks questioned members concerning the results a study concerning a line extension out Old 22 east. He was advised that action was tabled at this point and future change will be driven by growth and development.

Unfinished Business

- PENNWORKS- David Younker made a motion to deposit the first check received and apply it against the \$750,000 line of credit. Kevin Stupp seconded the motion. All approved. Motion carried. A question on the date to be used by PENNWORKS for accepting bills from the Authority for reimbursement was discussed. Rufus Geesaman will contact Frank Leber for his input and help.
- Frystown easement updates – Attorney Parish stated that a packet of recorded easements was given to the secretary tonight for our files.
- Printz – Appraisal – Attorney Parish received the search back from Heartland Settlement Company and will schedule settlement at the Township Office. Harold Gruber made a motion that Rufus Geesaman attend settlement and transfer funds as needed for the agreed compensation. Second by Kevin Stupp. All agreed. Motion carried.
- Zook – The easement has been recorded.
- Fire Co land acquisition – The board enacted Resolution 2007-07 tonight for the condemnation of the land secured from Bethel Fire Company. A motion was made by Rufus Geesaman to have Attorney Parish condemn the property and authorize the Chairman and Secretary sign the declaration of taking. Harold Gruber seconded the motion. All agreed. Motion carried.
- Bond – Attorney Parish recommended the Board bond anyone who handles any of the finances. A motion was made by David Younker to increase the bond for Kevin Stupp and Harold Gruber. Second by Rufus Geesaman. Rufus will contact Thomas Insurance Group.

- Lateral Inspection - Attorney Parish and John Roche discussed the possibility of one inspection for BTMA and one for the Township so that each protects their own interests.
- Bethel School – After discussion tonight it was recommended that Attorney Parish review the original agreement until next month.

New Business

Rufus Geesaman presented annual fee costs to the Board to join PMAA, after discussion a motion was made by Harold Gruber that the Authority join the PMAA State Association. David Younker will be the contact. Second by Kevin Stupp. All agreed. Motion carried.

David Younker reported that a letter was received by Mervin Stoner, 545 Frystown Rd interested in the asphalt and ground left from digging. A contact name can be provided to him once construction begins but there are certain stipulations that must be met. The Secretary was asked to contact him.

Authorization Payment of Bills

Rufus Geesaman made a motion to pay all the bills and transfer \$41,000 and \$20,000 for the Printz settlement. Second by Harold Gruber. An amendment to the motion was made by David Younker to authorize Rufus to transfer funds as needed for the land acquisition. Second by Rufus Geesaman. All agreed. Motion carried.

Admin. Payroll	-	157.41
Engineer	-	12,512.30
Interest Exp.	-	5,774.03
Office Supplies	-	23.68
Postage	-	39.87
Utilities	-	209.70
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		19,524.95

Public Comment

None

Adjournment:

Harold Gruber made a motion to adjourn the meeting at 9:30 pm. Motion seconded by Rufus Geesaman. All agreed. Motion carried.

Respectfully Submitted

Darlene M. Orendo
Secretary