

**BETHEL TOWNSHIP MUNICIPAL AUTHORITY
MINUTES**

August 6, 2008

The meeting of the Bethel Township Municipal Authority was called to order by Chairman David Younker at 7:05 p.m. on August 6, 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
John Roche, Vision Engineering - present
Darlene Orendo, Secretary – absent
Kevin Stupp recorded the minutes

Public Comment on Agenda

No public comment

Approval of Minutes

Rufus made a motion to approve the minutes of July 2, 2008. Seconded by Carl. All agreed. Motion carried.

Member Report

Rufus reported the following:

- Received notification from PennVest asking that he send a 2007 financial statement. He has since mailed it on 7/19.
- Received information from PMAA on the annual conference to be held on Hershey on 9/7-10.
- Received flyer from Kapp Associates regarding pump parts.
- The county did an inspection on 7/28 and had 3 concerns. Two were resolved, however one regarding Earth disturbance is still being worked on with Brian Herbert and John Roche. Information is being gathered and they will return on 8/8.

Solicitor Report

Solicitor Parish reported that Trammel Crow asked him to amend the capacity allocation agreement to increase the number of EDU's. He completed this, however Trammel has decided not to pursue additional EDU's at this time.

Terry also sent out 8 easements for the gravity line required for Trammel Crow. At this point 3 have been received. He asked board members to contact property owners to facilitate a prompt response.

Board discussed request by one land owner to rewrite the easement to add a “right to use surface” clause. Rufus made a motion to amend this easement. Seconded by Harold. All agreed. Motion carried.

Werner Trucking submitted a capacity allocation agreement to reserve 32 EDU’s. They would like to go back to the original plan and use a forced main line within the driveway. Both John and Terry are in agreement with this approach. Terry received a letter indicating that all easements were received. Rufus made motion to sign the allocation agreement and keep the forced main in the driveway. Seconded by Carl. All agreed. Motion carried.

Terry drafted an indemnification document to cover any damage to the sewer line during hookup. John will include this as part of the permit application. John continues to work on the technical manual

Engineer’s Report

Tim Krall reported that the IDA project is in the final stages of the preliminary plan. They are hoping for approval within the next month. He asked that the Authority review the plan and provide an opinion. They will be looking for a formal response from the Authority for final plan. John was asked to review the grading plan. He is ok with the plan and only asked that the IDA work out any details to make adjustments to allow adjoining properties to join in to the line where practical. Rufus made motion to have John send a letter to the Planning commission indicating concurrence and that the Authority won’t require any significant changes. Seconded by Carl. All agreed. Motion carried.

DEVELOPMENT MATTERS FOR BOARD ACTION (ACTIVE VISITORS):

1. Berks County IDA development. Spotts Stevens Mc Coy will be present at tonight’s meeting for board action on the following matters:
 - a. Requesting a memorandum from the Board regarding the status of the sewer plans for the site.
 - b. Authorization for Vision Engineering to complete the planning module package we received this past Monday and the Chairman to sign the module package. One significant change from the prior submission is that the flows have significantly increased (from 9,750 GPD to 16,250 GPD) but are well within the capacity planned for the site.

PENNVEST FINANCING MATTERS:

2. This office recommended payment of invoices (separate correspondence to the Board) for the construction project for the following listed contracts (through to 7/25/08) which would require Board action for payment:

- a. Contract # 1 Frystown collection Lines (86% complete to date) NO PAYMENT REQUESTED this month (TESTING ONLY).
- b. Contract # 2 Bethel collection lines (58% complete to date).
- c. Contract # 3 Bethel Pump Stations (6% complete).
- d. Contract # 4 Bethel Wastewater Treatment Plant (21% complete).
- e. Contract # 5 Frystown Wastewater Treatment Plant (18% complete).

CONSTRUCTION MANAGEMENT AND LOGISTICS:

- 3. 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 this past month included Testing ONLY which has been substantially completed. Generally, the substantial remaining work includes the following items:
 - i. Trench Restoration.
 - ii. Paving of the alleys and Roadways.
 - b. **Contract # 2** – Bethel Collection Lines. The work on the collection lines in Bethel continues. Generally, the main line work at this point is focused in the vicinity of Legion Drive area.
 - 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 plants (tanks) for both Frystown and Bethel have been delivered and installed this past month.
 - ii. A sample wall (block/grout, etc.) for the various buildings will be delivered this week to the Frystown Wastewater Treatment Plant Site. Board members are encouraged to look at the sample wall and provide any input. We will have the Architect review the wall.
 - iii. Due to the ongoing problems of obtaining electrical service (MET ED) to the Bethel plant the contractor will be removing the job trailer from this site (this month). At this point in the project the thought is to complete the project with only one (1) office trailer. The **Board should discuss this matter along** with partial payments incurred for the Bethel trailer.
- 4. 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.

PLAN REVISIONS:

5. As the Board may be aware, we have encountered additional revision to the plans (Change Orders (CO)) necessitated by various items for the project. We are at the point where we are finalizing the paperwork (PENNVEST & PADEP) and would like to list them for the Board's further discussion and/or authorization as may be necessary and as follows:
 - a. FRYSTOWN CO # 1: This revision was necessitated by the Authority not being able to secure an easement (vicinity of the Fire Company MH19 to MH20). This was previously reviewed and authorized by the Board.
 - b. FRYSTOWN CO # 2: This revision was in the vicinity of MH #3 (along SR645) adjacent to the Seigrist development and required an additional 48 lineal feet of pipe (under SR645). This was previously reviewed and authorized by the Board.
 - c. BETHEL CO # 1: This revision was necessitated by the Authority not being able to secure an easement (vicinity of the Old 22 Pump Station MH55 to MH41). This was previously reviewed and authorized by the Board.
 - d. BETHEL CO # 2: This revision was necessitated due to a conflict encountered during construction with a storm sewer pipe (vicinity of MH12 to MH12A). This was reviewed and authorized by the Board last month.
 - e. BETHEL CO # 3: This revision was necessitated due to a change in grade encountered during construction which required the installation of an additional manhole (vicinity of Green Alley and Lancaster Avenue MH29 to MH29A (new)). We are unsure if this was formally discussed with the Board in the past but could explain the nature of this change as directed. Otherwise, we would assume the Board acknowledges and authorizes this change order.
 - f. BETHEL CO # 4: This revision was necessitated due to a check of sewer grades and service lines encountered during construction which required the re-working (shortening and lengthening) of manhole runs (vicinity of Strawberry Alley behind Jays Railings MH50 & MH52). This was reviewed and authorized by the Board last month.

PUBLIC RELATIONS/ MISC. INFORMATION:

6. We continue updating items on our website and certainly welcome any further suggestions on how this may be used for disseminating the project information. One recent request was to add a statement on the restoration work that it will be completed after the hot (dry) weather.

ACTION ITEM STATUS:

7. 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.

8. This office has a working draft of the lateral specifications but have not completed them for distribution to the Board as of yet, but we will keep this as a secondary priority as the review of submittals (shop drawings, development plans, etc.) diminishes. **As requested we have separated out the section regarding the type of pipe to be used (lateral connections) for consideration by the Board this month. We have provided the Board members with separate packets in this regard.**
9. As a result of some discussions with the PADEP in regards to future developments within the sewer service area and PADEP requirements we are researching additional information for the Board's further evaluation and input on the matter of nutrient credits versus infrastructure improvements, again working on this item as a secondary priority at this time.
10. This office continues working with the ongoing 537 plan revisions. As an update, this past month the following items were addressed:
 - a. This office attended a project meeting with the Township's new consultant (Larson Design Group) in order to provide the new consultant with background information on prior meetings and discussions.
 - b. Larson Design Group is going to provide the Authority (and this office) with a DRAFT 537 plan revision for review prior to submission to the PADEP. To date, we have not received the draft submission for review.

DEVELOPMENT PLAN STATUS:

11. In our plan reviews for the following development projects we have highlighted items the Board may want to **discuss and possibly take action** as deemed necessary as follows:
 - a. **Midway Industrial Development.** It was brought to our attention that the developer of this site may be moving ahead with plans of constructing a Waste Water Treatment Plant to the East of the Village of Bethel (vicinity of Midway road). As the Board may recall this item was generally reviewed by both this board and the Township Supervisors which determined at that time that this concept was acceptable. The board may want to consider the following items in this regard:
 - i. Even if the wastewater treatment plant is proposed to be private (owned & maintained) it is the responsibility of the Township to have the "ultimate" responsibility for the wastewater treatment plant and may in time have the ownership and maintenance responsibilities.
 - ii. In light of the above requirements, the Township Authority may want to be involved in reviewing the plans (layout, details) and specifications for the wastewater treatment plant in order to protect the public interests as well as provide consistency within the Township on these type facilities.
 - b. **Dwight Miller Development (Village of Bethel).** This office received copies of plans for this development this past month and contacted the

developer to establish an escrow account with the Authority Treasurer prior to reviewing the plans.

- c. **Werner Trucking Development.** Current updates on this particular project include the following:
 - i. This office has received no further correspondence or information from the site engineer to date as a response to our review comments.
- d. **Trammel Crow Development.** Current updates on this particular project include the following:
 - i. This office received a copied request (from Terry Parish) regarding additional capacity required for the project (additional 15 EDU's). However, this request has since been retracted.
- e. **Gene Seigrist residential development.** At this point, the only remaining items for this development pertain to legal agreements between the developer and the Authority.
- f. **Berks County IDA property development.** As an update to this project we would offer the following information to the Board:
 - i. This office has generally reviewed the plans this month for the sewer service on the site and has issued our review comments (separate correspondence).

ITEMS REQUIRING FURTHER BOARD INPUT/DIRECTION:

- 12. It was brought to our attention that there may be a property located in the vicinity of the Village of Bethel (outside the current sewer service area) that may have potential wastewater disposal problems. We have evaluated this property and provided the board with additional information for their further consideration in this matter.
- 13. We met this month with board members, the Township roadmaster and Joao Bradley regarding the paving of the alleys (alternate bid item) and PENNDOT restoration work for the Village of Frystown. We have generated a list of paving limits which we will review with the Township roadmaster before forwarding to the contractor. As part of that meeting we would like the Board to act on the following matters:
 - a. It was brought to our attention that the current contract does not have an asphalt price adjustment pay item (as is typical). Due to the extreme volatility of asphalt prices the contractor has requested the Board consider adding this item as a separate change order to the paving contract. We would recommend the Board add this item (upon the concurrence of PENNVEST) considering the extreme price changes for both Bethel Village and Frystown paving.

We would ask the board to discuss and direct us on the alley paving (alternate bid item) in excess of the trench width as presented at closing carried.

Harold made a motion to have the job trailer removed from the Bethel site. Seconded by Carl. All agreed. Motion carried.

Met-Ed has not responded to requests by John and the contractors to obtain electrical service. The board asked Terry to contact a representative to help expedite this process.

Board discussed information provided by John regarding the type of pipe that could be used for lateral connections. Motion made by Rufus to require SDR 35 PVC pipe. Seconded by Kevin. All agreed. Motion carried.

Midway Industrial Development was discussed. Motion made by Rufus to authorize John to send a letter for the Township Supervisors indicating that the Authority would like the opportunity to review plans and specifications of all future wastewater treatment sites within the Township. Seconded by Carl. All agreed. Motion carried.

Rufus received a check from Dwight Miller to reserve EDU's for his property development.

The Authority discussed a property in the Bethel vicinity that might be having wastewater disposal problems. John was asked to obtain cost estimates to include the property in the system.

Board discussed increases in asphalt prices. Rufus made a motion to create a change order for price escalation due to advancing price of asphalt. 2nd by Kevin. All agreed. Motion carried.

Board discussed various aspects and concerns around the Nutrient Trading program

As follow up from last month, Rufus asked John to calculate the estimated number of available EDU's at the Frystown site. John will email this to the board within the week.

Unfinished Business

Motion made by Rufus to have Terry amend Resolution 2008-026 as approved during the July meeting. Seconded by Carl. All agreed. Motion carried.

A property owner in Bethel is asking to have 5 trees replaced due to a required line installation. The board confirmed that a motion was made at the February meeting authorizing the replacement of the 5 trees.

Rufus received a form for Darlene to sign pertaining to the election of reimbursement of unemployment compensation law. Harold made a motion to authorize Darlene to sign the form. Seconded by Carl. All agreed. Motion carried.

New Business

Rufus had conversation with a property owner asking if hook up to the system is required because the property is within the 537 district but is more than 150 feet away. Terry confirmed that the statute requires hook up all properties adjacent to system 537 or within 150 feet.

The board discussed a unique situation concerning location in the Bethel area where a forced main line is adjacent to the property. The owner is requesting that the lateral line be extended to accommodate hookup. Rufus made a motion to authorize a 40 foot lateral line extension. Seconded by Carl. All agreed. Motion carried.

One of the meeting attendees asked for a grant application. John took name and address and will mail it to the property owner.

Kevin reported that a business owner asked if it would be possible to be billed at a reduced rate due to minimal usage. The board reiterated that users will be billed per dwelling and not per usage. The owner also asked if they had an option to use a holding tank instead of hooking into the system. The board stated that hookup is required by the Township.

Authorization of Payment of Bills

Carl made a motion to pay the bills and accept the report. Motion seconded by Harold. All approved. Motion carried.

Public Comment

Jonathan Olesh asked if homeowners are required to have a trap installed in the line right at the house. John said that we will require a trap somewhere in the line and vents every 50 feet. Jonathan also asked how deep the lateral will be. John said that the laterals will not be excessively deep and are tapered up from the main lines.

Adjournment

A motion to adjourn the meeting at 8:59 p.m. was made by Harold. Seconded by Carl. All agreed. Motion carried.

Respectfully Submitted,

Kevin S. Stupp
Assistant Treasurer