

BETHEL TOWNSHIP MUNICIPAL AUTHORITY
MINUTES
January 22, 2007

The meeting of the Bethel Township Municipal Authority was called to order by Chairman David Younker at 7:10 p.m. on February 7, 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 - present

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

Public Comment on Agenda

No public comment

Approval of Minutes

Rufus Geesaman requested the secretary amend the minutes of Jan 22, 2007 to say "the increase to his treasurer bond was requested but not issued to date". Kevin Stupp made a motion to accept the amended minutes of January 22, 2007. Second by Carl Weaver. All agreed. Motion carried.

Member Report

Rufus Geesaman stated that all monies were now settled he is able to draw on the account at First National Bank of Fredericksburg.

Solicitor Report

Items to be discussed are under Unfinished Business

Engineer Report

The following is the monthly engineer's report.

Bethel Township Municipal Authority
Interim Monthly Report for February '07

Financing Items Status:

1. This office has been assisting Frank Leber's Office (Rhoads & Sinon) and the DCED on an as needed basis with loan and closing documents for the PENN WORKS transaction.

2. I spoke with Frank Leber this afternoon as an update to the project. Frank explained that the PENNWORKS loan is officially closed and indicated that the Authority should be requesting a draw prior to the end of February (as anticipated by PENNWORKS). If the Authority needs our assistance in this regard, please let us know. The authority may want to call about the status of the prior requisition and then forward any new requisitions.
3. Frank Leber also clarified his statements of future financing phases. For this project Frank envisioned three (3) phases including PENNWORKS, PENNVEST and some type of bank loan financing (tap in fee).
4. The PENNVEST application process is well underway in meeting the upcoming submission deadline (February 20, 2007). We have been focusing on the technical aspects (supporting documents) of the application and have been submitting this information to the PADEP representative (Ed Ruch works alongside PENNVEST). As we move along with the remainder of the application process we would like to clarify our position with the Board of completing the application but would also point out that the following additional items need action by the Board or other consultants as follows:
 - a. The Authority needs to decide who will be responsible for the financial transactions on behalf of the Board. This person will be required to sign in as the applicant before we can proceed with completing the application process.
 - b. The Authority will need to consider enacting a Resolution for applying for funds to PENNVEST. We have furnished a copy of this resolution to Terry Parish for his review.
 - c. The Authority will need to send a Letter of Responsibility to PENNVEST which basically outlines various responsibilities, representations and acknowledgements the Authority is making to PENNVEST as part of the application process. We have forwarded this to Terry Parish for his review.
 - d. We will submit the application package to Frank Leber for his review prior to officially sending to PENNVEST. Frank assured us that he would review the documents in a timely manner (48 hours) with the upcoming deadline.

Village of Frystown:

5. We have begun the additional **easements** in Frystown necessitated by the revisions to the sewer line (approved last month). We are scheduled to send these out to the Authority Solicitor by the end of this week (may be a chance that we will deliver these tonight). We have an updated list of properties and their status for tracking purposes which we have attached herewith.
6. The Detailed Boundary Survey work (Frystown and Bethel) is underway. 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. Hopefully these will be completed within the next few weeks.
7. We were contacted by another developer (Trammell Crow Company for the Mussleman tract) interested in reserving sewer capacity. We instructed them to contact the Authority (regular meeting or letter) formally to get their name on a list.
8. The Highway Occupancy permit package has been completed and will be submitted this week. We would ask the Board to authorize the Chairman to sign the application for submission this week.

Village of Bethel:

9. 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. We completed the requested additional field testing (soil testing) and should be resubmitting this package within the next week.

10. The Highway Occupancy permit package is prepared and is awaiting final determinations (from the surveyor) on the right-of-way widths. The right-of-way widths were difficult to establish due to the limited information available (PADOT). The right-of-ways should
11. As we finalize the work scope and specifications the Authority may want to consider initiating a conversation with the Tulpehocken Area School Board about the specifics of connections and removal (decommissioning) of the existing sewer plant (clearly define understandings and responsibilities).
12. We were in receipt of a letter of interest from Snyder Developers for sewer service for the Dwight Miller property (future development). We would like to point out that this particular property is not entirely within the sewer service area as defined by the current 537 plan. Depending upon the details of their development, they may need to get some sewer planning approved prior to any commitments or reservation of capacity and maybe this should be discussed with the Authority and the Township.

General System Information & Logistics:

13. Don Schwarz (RCAP) has asked about an update to the income surveys. I did pass along an update from Kevin Stupp (Frystown area) but if there is anything else I can pass along please advise accordingly. The deadline for submitting the PENNVEST application is February 20, 2007 (final survey data necessary for this application).
14. A he Board's further consideration in this matter (separate attachments to Board members).
15. We will be moving into the contract document preparation stage and will be coordinating our efforts in this regard directly with the Authority Solicitor. As a starting point there are some initial PENNVEST documents (MBE/WBE and a Certification form) that we are presenting to Terry this evening for his further review and advisement in this matter.

Rufus Geesaman had a question about when we could make a draw on the money requested from DCED. John stated that Rufus should contact Shelly Cornwell to process the prior request.

David Younker made a motion to have Rufus Geesaman be the contact person who will be responsible for all financial transactions on behalf of the Board with PENNVEST. Harold Gruber seconded the motion. All agreed. Motion carried.

Rufus Geesaman made a motion to adopt Resolution 2007-07 to have the chairman and secretary sign the application to apply for funds from PENNVEST. Second by Kevin Stupp. All agreed. Motion carried.

Rufus Geesaman made a motion to send a Letter of Responsibility to PENNVEST . Second by Carl Weaver. All approved. Motion carried.

Rufus Geesaman also made a motion to have the Chairman sign the application for the Highway Occupancy permit for Frystown. Harold Gruber seconded the motion. All agreed. Motion carried.

Several issues for the Bethel site were discussed. The Board authorized the secretary to send a letter to the Board of Supervisor's regarding the Bethel school treatment plant.

A letter of interest from Snyder Developer's for Dwight Miller was acknowledged by Attorney Parish. He will contact them on behalf of the Authority.

The members reviewed solicited proposals by Fisher Engineering from several electrical engineering firms for consideration. After discussion Kevin Stupp made a motion to appoint Arris Engineering Group LTD. Second by Rufus Geesaman. All agreed. Motion carried. John Roche will contact Arris.

Unfinished Business

- Frystown easement updates – Attorney Parish continues to process signed easements for recording. Fisher Engineering delivered several this evening that required revision.
- Printz – Appraisal – Attorney Parish received the appraisal. After discussion Rufus Geesaman made a motion to pay \$20,000 just compensation for the additional land acquired. Second by Carl Weaver. All agreed. Motion carried.
- Zook – Mr. Zook was to sign and mail the easement to David Younker. He will forward to Attorney Parish.
- Bond – The Board discussed the need to increase the bond for the Assistant Treasurer, Kevin Stupp. David Younker made a motion to increase the bond . Second by Carl Weaver. All agreed. Motion carried. After further discussion with Attorney Parish, Rufus Geesaman made a motion to amend the motion and add “only if necessary for Kevin Stupp and check whether Harold Gruber would be required to be bonded.” Carl Weaver seconded the amended motion. All agreed. Motion carried.
- RCAP – Kevin Stupp reported he had delivered 18 of the RCAP surveys. He still had 3 to deliver. Bethel had 21 delivered to date.

Lateral inspection estimates will be discussed at next month’s meeting.

New Business

Chairman Younker recognized Andrew Zeiset, Bethel, to address a driveway issue concern he had with the Board. Attorney Parish will provide a recommendation to the Board for the next meeting.

Chairman Younker also recognized Jesse Alspaugh. Mr. Alspaugh wanted to discuss the possibility of his business location hooking into the sewer line. Members suggested he may want to contact neighbor’s concerning this issue due to cost of pumping up hill.

Authorization Payment of Bills

Rufus Geesaman made a motion to pay all the bills and transfer \$25,000 from the line of credit. Second by Kevin Stupp. All agreed. Motion carried.

Admin. Payroll -	185.35
Engineer -	22,058.80
Legal Fees -	2,140.74
Office Supplies -	5.05
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	24,389.94

Public Comment

None

Adjournment:

Harold Gruber made a motion to adjourn the meeting at 9:00 pm. Motion seconded by Rufus Geesaman. All agreed. Motion carried.

Respectfully Submitted

Darlene M. Orendo
Secretary