

**BETHEL TOWNSHIP MUNICIPAL AUTHORITY
MINUTES**

June 3, 2009

The meeting of the Bethel Township Municipal Authority was called to order by Chairman, David Younker at 7:04 p.m. on June 3, 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 Solicitor, Terry Parish, John Roche, and Andrew Gaul of Vision Engineering

Secretary, Darlene Orendo was absent.

Public Comment on Agenda

None

Member Report

Rufus Geesaman reported that we received an email from a local congressman stating that a resident wrote him a letter complaining about property damage due to work related to the sewer project. Vision Engineering will follow up.

Rufus got fuel prices from a local supplier for the generators.

Rufus set up an insurance policy with Thomas Insurance for the new truck. He will also be providing information (cost, square footage, location, etc.) to have policies drawn up on the buildings. This insurance will not cover pollution or damage to buried pipe. Additional coverage for this will cost \$3595 / year. Terry recommended that we review the declaration sheet and policy language.

Rufus received information from The SafetyFlow Company regarding chemical injection products.

Rufus received information from Nationwide regarding a service called Municipay, which could be used to receive payments via credit card.

Rufus received information on an upcoming PMAA conference and trade show to be held in Hershey.

Rufus also mentioned that the Costars program, which we utilized to purchase the truck, could be used to purchase other things like computers, etc.

Approval of Minutes

Carl Weaver made a motion to approve the minutes of May 6, 2009. Motion seconded by Kevin Stupp. All agreed. Motion carried.

Solicitor Report

Solicitor Parish reported that all easements are complete. He drew up a resolution to appoint a public records officer and assistant. Copies were distributed from review.

He also is involved in discussions with John Roche and Frank Leber regarding the Authorities Northern expansion project

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 distributed the review letter as discussed last month 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. As a result this office has issued a letter to the contractor for the Board's consideration in sending.
3. BCIDA Development: In light of the proposed northern extension work, this office has notified the site engineer of the anticipated changes (will affect their plans and connections).

FINANCING MATTERS (PENNVEST & PENNWORKS):

4. *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 (96% complete to date).
 - b. Contract # 2 Bethel collection lines (93% complete to date).
 - c. Contract # 3 Bethel Pump Stations (84 % complete).
 - d. Contract # 4 Bethel Wastewater Treatment Plant (97% complete).
 - e. Contract # 5 Frystown Wastewater Treatment Plant (63% complete).

- f. Contract # 6 Mechanical Systems for WWTP and appurtenances (38% complete) – NO PAYMENT THIS MONTH.
- g. Contract # 7 Plumbing Systems for WWTP and appurtenances (36% complete) – NO PAYMENT THIS MONTH.
- h. Contract # 8 Electrical Systems for WWTP and appurtenances (71% complete).

CONSTRUCTION MANAGEMENT AND LOGISTICS:

- 5. 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. Paving work (PENNDOT ROADWAYS) was completed this past month. As an update the work progresses as follows:
 - i. **The Township continues work to complete the paving (entire width) of Township roadways with a separate contract. The contractor has issued a formal acceptance of this release (copy distributed).
 - ii. This office is updating the final punch list of items for the contractor and should be completed late this week or early next week.
 - b. **Contract # 2** – Bethel Collection Lines. The work completed this past month included primarily restoration work of the trench (disturbed) areas.
 - i. With the northern extension considered as a Change of Scope, the logistics of substantial completion may need evaluated.
 - ii. The Final Punch list of this contract (exclusive of Northern extension) will be worked on this month.
 - c. **Contracts # 3 – # 8** The work on the various contracts continues in varying degrees. We continue holding regular (weekly) progress meetings for ALL contractors, engineers, etc. in order to facilitate coordination of all parties.
 - i. There have been a few change orders proposed as result of reviewing various submittals etc. and are discussed below.
 - ii. **The contractor's are working towards the substantial completion date of June 30, 2009 (Bethel system). Some of the equipment testing began this week and will continue this month in preparation of the system startup (anticipated July, 2009).
 - iii. This office has prepared an initial framework of the startup operations in coordination with all the various contractors and suppliers. We will continue our coordination efforts during this process.

PLAN REVISIONS AND/OR CHANGE ORDERS:

6. Contract # 8 – Proposed Change Orders # 11 - Electrical Contract (Bethel WWTP, Old 22 Pump Station, Lancaster Avenue Pump Station & Frystown WWTP). We have attached copies of these change orders and will verbally present them this evening. These changes are for flow monitors to be installed at the pumps (pump stations and influent lift stations) in order to monitor the flow and meet the NPDES permit requirements. These monitors were inadvertently left out of the original contract documents.

OTHER MATTERS REQUIRING BOARD REVIEW AND/OR ACTION:

7. Miscellaneous construction matters:
 - a. *Fence Installation (Lancaster Avenue Pump Station): We received a request from the fence contractor requesting that the fence posts be pneumatically driven into the ground due to the wet ground conditions. We have reviewed this proposal with an independent fence contractor who has vehemently opposed this type of installation particularly in light of the wet ground conditions.
 - b. *Tree Planting: The nursery has recommended planting procedures contrary to the plan details but has assured the revised planting procedures are adequate for the type of trees and type of installation.
 - c. Construction Trailer Costs Bethel WWTP: The costs for the office trailer have not been approved for payment to date since the full office trailer (electric, phone, etc.) was never provided. We have instructed the contractor to provide invoice pricing for the trailer itself for the Board's consideration of a partial payment of this item but have not received that information or request to date.
 - d. Standard connection details with narrative: As a follow up to our discussion last month we are providing the board members with the most recent details (and narrative) to be distributed to the homeowners and contractors for the connections.
 - e. Standard connection permit: In anticipation of the upcoming connection requests, we have provided an additional copy of our prior draft permit to be used for residential sewer connections. This can be an editable PDF version posted on our website for the convenience of homeowner's and the Authority.
 - f. Painting of Floors (control buildings): As a follow up to prior board actions (painting of floors with Mega Seal) it was revealed that the contractor had already applied a lower grade sealant on the floors which would have to be removed prior to installing the mega seal product. In light of this information we would recommend the Board consider rescinding or conferring its prior decision with this information in mind.

13. *We were informed that the Township has re-opened their work on the ACT 537 plan revisions as being driven by the developers (Frystown village). In order to assist the Township Engineer and in response to the Township's request this office has issued a guidance document representing the Board's policies in this regard. We would ask the Board members to advise us further if necessary.

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

Outstanding curbing restoration work was discussed. The Board recommended that Vision send a letter to the contractor explaining why the work is deficient.

Contract #1 – Frystown paving: The Township is continuing with the alley restoration with the expectation that the Authority will reimburse them for the cost of the middle part of the alleys'. Vision Engineering was asked to draft a letter confirming this. Supervisor Haag mentioned deficiencies in the work that was done on Camp Swatara road and asked Vision to follow up with Penn DOT to ensure that it meets their standards.

Contract #2 – John Roche asked if we should completely close this contract in light of the pending Northern extension project. Board suggested he talk to PENNVEST.

Contract #3-#8 – The contractor is requesting that a temporary propane tank hookup to be used for startup testing.

The following change orders were acted on by the Board.

Bethel and Frystown WWTP: Rufus Geesaman made a motion to approve Change Order #11, Contract #8. Second by Carl Weaver. All approved. Motion carried.

Other Matters Requiring Board Action

7a. The contractor requested that the fence installation method be change. The Board denied request.

7b. A letter was received from the nursery stating that the arborvitae installation does not require them to be staked and warranty will be valid without doing so.

7:40 pm – Harold Gruber arrived.

7d. The Board reviewed the Technical Connection manual. A motion was made by Carl Weaver to extend the maximum distance between clean outs from 50 to 75 feet. Seconded by Kevin Stupp. All approved. Motion carried. The Board will review the final manual via email and submit any changes by June 17

7f. Rufus Geesaman made a motion recommending that we remove painting of the building floor with the Megaseal sealant and suggested that we have our maintenance personnel do this at a later time. Second by Carl Weaver. All approved. Motion carried.

7g. The Board recommended that we keep the currently installed vinyl-coated fence as installed.

7i. The Board approved the use of the fire pond for testing

8. The Authority reviewed proposals from 2 representative plant operators. Rufus Geesaman made a motion that we choose Select Environmental Solutions as the plant operator, contingent upon Terry and John's review of the proposal. Terry shall proceed by drawing up a contract. Second by Kevin Stupp. All approved. Motion carried.

9. The Board discussed the realigning of the manholes. Rufus Geesaman made a motion to adopt resolution 2009-008 to authorize the chairman and secretary to sign documents required to apply for funding from PENNVESTS "Green projects program". Harold Gruber seconded the motion. All approved. Motion carried

10. The Authority reviewed the proposed line to service the Northern extension. Property owner, Carl Diem, was present and asked that the line be kept as close as possible to the eastern side of his property.

Public Relations / Misc. Information

11. PENNVEST is suggesting that we bill customers on a monthly basis.

12. Discussed Act 537 revisions.

Unfinished Business

The Authority reviewed position descriptions for Business Manager and Sewer Maintenance Utility Worker. Carl Weaver made a motion to adopt the descriptions, with the caveat that the first paragraph be removed from the Business Manager qualification. The motion was seconded by Kevin Stupp. All agreed. Motion carried.

Rufus Geesaman submitted his resume for the position of Business Manager. Terry confirmed that it is legal for an active Board member to hold a position as an employee of the Board. Rufus abstained from all subsequent discussions regarding this matter.

8:45 pm – Chairman Younker called an executive session at this time to discuss personnel issues. The meeting was reconvened at 9:00 pm.

Carl Weaver made a motion to appoint Rufus Geesaman to the position of Business Manager at the rate of \$16.00 with no benefits. Harold Gruber seconded the motion. All agreed. Motion carried.

Carl Weaver also mentioned that the Authority will advertise the position of Sewer Maintenance Utility Worker.

Carl Giorgio stated concern that his property has not been restored to its original condition. Rufus mentioned that work done up to this point is temporary and that the contractor will complete it when the retaining wall is installed. The block for the wall is currently on order.

New Business

Rufus Geesaman made a motion to adopt resolution 2009-007 to have the Chairman sign an agreement with PENNVEST to extend the start date of the loan repayment to Oct 1, 2009. Second by Carl Weaver. All agreed. Motion carried.

Rufus received information from provider of uniforms and supplies.

PENNVEST Audit

Rufus received an internal control checklist; this will be discussed with Solicitor Parish.

Rufus stated that we are required to send a letter confirming that the Board has no legal actions against it. We are also supplying other requested information, including bank statements, change orders, invoices, meeting minutes, etc.

Rufus Geesaman made a motion to have the chairman sign a management letter as required for the PENNVEST Comptroller Operations Bureau of Audits. Second by Harold Gruber. All agreed. Motion carried.

Supervisor Randall Haag stated that the Township will be opening paving bids and would like to hold a joint meeting regarding this at the Authorities July 1st meeting.

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

Doug Dresher asked what the estimated date it to hook up to the Bethel system. The Authority is estimating this will occur sometime between July and September.

Mike Musselman asked what the status is on the ACT 537 in Frystown. Supervisor Randall Haag stated that there was a conference call scheduled between John Roche and Dave Walters, from Larson Design. More information should be available at the June 15th Supervisor meeting.

Adjournment

A motion to adjourn the meeting at 9:34 p.m. was made by Harold Gruber. Second by Rufus Geesaman. All agreed. Motion carried.

Respectfully Submitted,
Kevin S. Stupp
Assistant Secretary