

REGULAR MEETING MINUTES

December 9, 2019

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:04 p.m. on Monday, December 9, 2019, Chairman Brian Nagle presiding. Other Members present at the commencement of the meeting were: Linda Rosenfeld, Jeff Morgan, Richard Bohner, Norma Cusick, Scott Bieber, and Amir Famili. Authority Staff present were Liesel Gross, Brad Landon, Chuck Volk, Ed Klein, John Parsons, Susan Sampson, Mark Bowen, Todd Marion, Andrew Moore and Lisa Miller.

Chairman Nagle announced that today's Board meeting is being videotaped and streaming live and recordings will be posted to the Authority's website.

Chairman Nagle also announced that the Board received their packets prior to the meeting.

REVIEW OF AGENDA

Liesel Gross stated there are no changes to the agenda as presented and there will be an Executive Session at the end of the regular meeting to discuss matters of potential litigation and property acquisition.

APPROVAL OF MINUTES

November 11, 2019 Regular Meeting Minutes

Richard Bohner noted minor grammatical errors. On a motion by Richard Bohner, seconded by Norma Cusick, the Board approved the minutes of the November 11, 2019 meeting as corrected (7-0).

PUBLIC COMMENTS

None.

ACTION AND DISCUSSION ITEMS

Resolution No. 12-2019-1 – Customer Facility Fees

The Resolution establishes the various components of the Authority's Capital Recovery fees specifically the customer facilities fees for the Allentown Division Water system and the Suburban Division Water and Wastewater systems and the connection fees for the Allentown Division Water system. Liesel Gross explained the connection fees are charged to a customer when they move in and require a meter or new service line be installed of a certain size or to replace a frozen meter. The Resolution is required because the fees are considered to be tapping fees which require Board authorization by Resolution. Ms. Gross said the schedule of rates and charges will be updated to reflect the new fees, which will become effective on January 1, 2020.

On motion by Norma Cusick, seconded by Linda Rosenfeld, the Board approved Resolution No. 12-2019-1 (7-0).

There was some discussion regarding the different meter reading components in the Suburban Division and the Allentown Division.

2020 Board Meeting Schedule

Liesel Gross explained that the schedule is required to be advertised in the beginning of the year and that while most meetings fall on the second and fourth Mondays of each month, some meeting dates have been adjusted to accommodate holidays and the annual Budget presentation and approval schedule.

On a motion by Norma Cusick, seconded by Jeff Morgan, the Board approved the 2020 Board Meeting schedule as presented (7-0).

Suburban Division – Water Main Replacement Program Cycle 5 – Change Order No. 1

Chuck Volk described the project where 58 plastic water service lines were replaced with copper lines. The replacements were required due to the plastic line sustaining damage over time from settlement, loading, or chlorine degradation. Mr. Volk explained that the plastic pipe was suitable at the time of installation and is not aware of any impact to the quality of the water. Mr. Volk asked for approval of Capital Project Authorization – Amendment No. 1 in the amount of \$155,880.00 for the previously completed scope of work for the Suburban Division Cycle 5 Water Main Replacement project in the Schnecksville North development to cover the replacement of the 58 plastic water service lines with new copper service lines. Mr. Volk explained the work was completed in October to take advantage of favorable unit pricing available through the construction contract.

The Board stated that the preferred sequence for such approvals would be to have the amendment request presented and approved prior to staff authorizing the work, but also understood the benefit of expeditiously replacing these failing service lines using existing favorable contract terms.

On a motion by Linda Rosenfeld, seconded by Norma Cusick, the Board approved the Capital Project Authorization – Amendment No. 1 in the amount of \$155,880.00 (7-0).

Laboratory Analysis Contract

Andrew Moore, LCA Compliance Manager, stated that the current Laboratory Analysis contract for water and wastewater samples is set to expire at the end of 2019. A Request for Proposals (RFP) was issued in September for the testing needs of the Suburban and Allentown Divisions and also for the Pretreatment Plant. Based on cost and qualifications, ALS Environmental has been awarded the bid for the three year contract with the option to extend for two additional one-year periods. ALS Environmental is from Middletown PA but has numerous satellite offices to provide free sample pick-up and reliable results. Mr. Moore explained that based on ALS' proposal and unit costs, along with the Authority's estimated testing volumes, the estimated three-year cost under the contract would be \$225,152.00.

On a motion by Scott Bieber, seconded by Norma Cusick, the Board approved the Professional Services Authorization for laboratory analysis to ALS Environmental for a term of three years with the option to extend for two additional one-year periods in the estimated amount of \$225,152.00 for the first three-year period based on ALS' proposed unit pricing (7-0).

MONTHLY PROJECT UPDATES / INFORMATION ITEMS

Liesel Gross updated the Board on upcoming projects for January noting that John Parsons will provide a detailed update on the Western Lehigh emergency project including the closing out of that

emergency declaration. There will also be some additional updates on the sewer capacity work. A review of the goals and accomplishments for 2019 will also be reviewed in January.

Ms. Gross noted that the November financial report and monthly systems operations report were published on the Authority's website and emailed to the Board.

STAFF COMMENTS

None.

SOLICITOR'S COMMENTS

Today's meeting is Brad Landon's last Board meeting due to his retirement. Mr. Landon commented that it has been an honor to work for the Board and the Authority for so many years. The Board thanked him for his years of employment and wished him well in the future.

PUBLIC COMMENTS / OTHER COMMENTS

None.

Chairman Nagle called a recess at 12:35 p.m. The meeting reconvened at 12:45 p.m.

EXECUTIVE SESSION

An Executive Session was held at 12:45 p.m. to discuss matters of potential litigation and property acquisition.

The Executive Session ended at 1:42 p.m.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 1:42 p.m.

Richard H. Bohner
Secretary