

## **REGULAR MEETING MINUTES**

### **April 25, 2022**

---

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:01 p.m. on Monday, April 25, 2022. Chairman Brian Nagle presiding. The meeting was hybrid via in-person and video and audio advanced communication technology ("ACT"), using the Zoom internet application, including telephone option. Each Board member and other attendees of the meeting were able to hear each other attendee and be heard by each other attendee. The public could also participate in the meeting in-person or via ACT, using the Zoom internet application, including telephone option. A Roll Call of Board members present was taken. Brian Nagle, Scott Bieber, Richard Bohner, Norma Cusick, Ted Lyons, Linda Rosenfeld, Jeff Morgan, and Amir Famili were present for the duration of the meeting.

Solicitor Michael Gaul of KingSpry was present along with Authority Staff, Liesel Gross, Ed Klein, Chuck Volk, Susan Sampson, Andrew Moore, Phil DePoe, Mark Bowen, and Lisa Miller.

Chairman Nagle announced that the Board received their electronic and hard copies of the Board packet in advance and asked if anyone did not receive their copy of the packet. A copy of the packet is also available online.

#### **REVIEW OF AGENDA**

Liesel Gross announced that there are no changes to the agenda. An Executive Session is planned after the close of the regular meeting to discuss personnel.

#### **APPROVAL OF MINUTES**

##### **March 28, 2022 Meeting Minutes**

Richard Bohner noted a grammatical error. On a motion by Richard Bohner, seconded by Amir Famili, the Board approved the minutes of the April 11, 2022 Board meeting as corrected (7-0). Scott Bieber abstained.

#### **PUBLIC COMMENTS**

None.

#### **ACTION AND DISCUSSION ITEMS**

Kevin Baker entered the meeting at 12:05 p.m.

##### **Resolution No. 4-2022-1: Destruction of Authority Documents**

Liesel Gross explained that the Resolution is an annual process whereby the Authority Board must formally approve the disposition of certain records in accordance with the Pennsylvania Municipal Records Act.

On a motion by Richard Bohner, seconded by Amir Famili, the Board approved Resolution No. 4-2022-1 for the Destruction of Authority Documents (9-0).

A roll call vote was taken with the following votes cast:

Brian Nagle – yes  
Scott Bieber – yes  
Richard Bohner – yes  
Norma Cusick – yes  
Ted Lyons – yes  
Kevin Baker – yes  
Linda Rosenfeld – yes  
Jeff Morgan – yes  
Amir Famili – yes

### **LCA Strategic Plan – Quarterly Progress Report**

Liesel Gross presented the 1<sup>st</sup> Quarter Progress Report for the Strategic Plan. The key focus areas for 2022 are Asset Management, Water & Sewer Capacity, Process Improvements, Employee Engagement and Safety, and Specific Operational Excellence Projects. Ms. Gross highlighted milestones of each of these areas that will be reported on a quarterly basis. Some discussion followed regarding the strategic planning process, tracking progress on the large volume of work included in the plan, and staff accountabilities for specific performance targets.

Scott Bieber commented that he would like to see the detailed 2021 flow monitoring and inflow and infiltration data for four of the sewer signatories. Ms. Gross said that information from all of the sewer signatories has been combined into a single report that can be shared at the next Board meeting.

Ms. Gross reviewed the one-page dashboard showing the Strategic Plan Metrics. The Board offered feedback on the metrics for staff consideration.

### **Emergency Declaration – Reservoir 1 Repair**

Liesel Gross reviewed the detailed memo that had been distributed to the Board regarding damage sustained at Reservoir 1 in the Authority's Central Lehigh Division, Upper System. The repair is time sensitive due to the criticality of the facility and the need to complete the work prior to fall's cooler weather conditions. She explained the Emergency Declaration includes two main components: (1) providing for an emergency back-up water supply for the Upper System, and (2) completing the tank rehabilitation. For the emergency back-up water supply, progress is underway to design and construct a system interconnection with South Whitehall Township. For the tank rehabilitation, a cost estimate has been provided by Suez, who is currently under contract with the Authority for the annual reservoir maintenance program. The total estimated cost is \$800,000.

Some discussion followed regarding the status and future use of the system interconnection, the potential recovery of costs through an insurance claim, and the source of funds for this emergency repair. The Board asked about improvements to prevent recurrence of this kind of damage. Staff members explained potential site improvements as well as the project to install a second storage facility in this area to provide system redundancy.

On a motion by Ted Lyons, seconded by Jeff Morgan, the Board approved the Emergency Declaration in the amount of \$800,000.00 (9-0).

A roll call vote was taken with the following votes cast:

Brian Nagle – yes  
Scott Bieber – yes

Richard Bohner – yes  
Norma Cusick – yes  
Ted Lyons – yes  
Kevin Baker – yes  
Linda Rosenfeld – yes  
Jeff Morgan – yes  
Amir Famili – yes

### **Allentown Division Cycle 6 Water Main Replacement**

Chuck Volk described the project and explained challenges with the project schedule due to supply chain issues, material availability, and unpredictable price escalations. In order to complete the project in 2022 as planned, and provide assurance on project cost, staff researched options to procure the ductile iron pipe for this project in advance of construction. Favorable pricing was obtained from a supplier, and authorization of the purchase is requested. There was some discussion about storage of the pipe material, security, and warranty issues. Jason Peters, the Authority's project manager for this project, provided additional background and details.

On a motion by Jeff Morgan, seconded by Ted Lyons, the Board approved the Capital Project Authorization – Cycle 6 Water Main Replacement project for the construction phase, pipe procurement cost only, in the amount of \$316,634.00 which includes the contract award to Core & Main in the amount of \$287,849.00 (9-0).

A roll call vote was taken with the following votes cast:

Brian Nagle – yes  
Scott Bieber – yes  
Richard Bohner – yes  
Norma Cusick – yes  
Ted Lyons – yes  
Kevin Baker – yes  
Linda Rosenfeld – yes  
Jeff Morgan – yes  
Amir Famili – yes

### **Wastewater System Easement Clearing & Maintenance**

Andrew Moore gave an overview of the Allentown and Suburban Easement Clearing project that involves large areas of clearing, vegetation cutting and tree removal for access to the Authority's assets and also allow for any emergency access. The project requires seasonal work in both the spring and fall months and will continue for three years.

Scott Bieber asked what herbicides will be applied. Mr. Moore said that they are an approved mandated herbicide and acceptable to use in a waterway. Jeff Morgan asked how these areas will be maintained once the clearing is complete and whether staff is available to continue maintenance. Mr. Moore said that this will be an ongoing maintenance project. This work had been done last year but the company had gone out of business due to COVID.

On a motion by Linda Rosenfeld, seconded by Amir Famili, the Board approved the Professional Services Authorization to Adirondack Land Management in the amount of \$429,859.95 (9-0).

A roll call vote was taken with the following votes cast:

Brian Nagle – yes  
Scott Bieber – yes  
Richard Bohner – yes  
Norma Cusick – yes  
Ted Lyons – yes  
Kevin Baker – yes  
Linda Rosenfeld – yes  
Jeff Morgan – yes  
Amir Famili – yes

### **MONTHLY FINANCIAL REVIEW**

Ed Klein informed the Board about the changes made to the presentation by adding more graphics and focusing the variance analysis by fund. He then gave an overview of the March 2022 financial statements, highlighting variances between actual expenses and budgeted or forecasted expenses. Some discussion followed regarding key financial metrics, variances in capital spending, and forecasting approaches to address unforeseen expenses such as emergencies.

### **MONTHLY SYSTEM OPERATIONS OVERVIEW**

Andrew Moore reviewed the March 2022 report, noting that there were no significant variances from normal seasonal water and wastewater flows for the month. There was a lost-time safety incident in March due to a finger injury. A Notice of Violation from the Pa. Department of Environmental Protection (DEP) was issued to the Pretreatment Plant regarding a sanitary sewer overflow (SSO) that occurred at the plant in February. A copy of the letter from DEP, and the Authority's response, is provided. The SSO reported in the Allentown Division was due to a grease build up. Some discussion followed.

### **STAFF COMMENTS**

None.

### **SOLICITOR'S COMMENTS**

None.

### **PUBLIC COMMENTS / OTHER COMMENTS**

None.

### **EXECUTIVE SESSION**

Chairman Nagle announced that an Executive Session will be held after the regular meeting to discuss matters of personnel.

### **ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 1:38 p.m.

---

Richard Bohner  
Secretary