

## **REGULAR MEETING MINUTES**

### **January 8, 2024**

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:00 p.m. on Monday, January 8, 2024, Vice Chairman Amir Famili 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. Amir Famili, Ted Lyons, Linda Rosenfeld, Norma Cusick, Kevin Baker, Jeff Morgan, Sean Ziller and Marc Grammes were present for Roll Call, and remained for the duration of the meeting.

Attorney Kevin Reid, the Authority’s Solicitor, was present along with Authority Staff, Liesel Gross, Ed Klein, Chris Moughan, Andrew Moore, AJ Capuzzi, Phil DePoe, Chuck Volk, and Lisa Miller.

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

#### **REVIEW OF AGENDA**

Ed Klein announced that there are no changes to the agenda and no Executive Session is planned after the regular meeting.

#### **APPROVAL OF MINUTES**

##### **December 11, 2023 Meeting Minutes**

On a motion by Linda Rosenfeld, seconded by Jeff Morgan, the Board approved the minutes from the December 11, 2023 meeting as presented (6-0). Sean Ziller and Norma Cusick abstained.

#### **PUBLIC COMMENTS**

None.

##### **Resolution No. 1-2024-1: Authorizing Redevelopment Assistance Capital Program Grant Application for the Pretreatment Plant Upgrade and Expansion**

Liesel Gross provided an overview of the Resolution for the grant application under the Redevelopment Assistance Capital Program (RACP) to provide financial assistance for the Industrial Pretreatment Plant Upgrade & Expansion project. The County of Lehigh has \$30,000,000.00 in the RACP program to utilize for infrastructure projects for redevelopment. The grant application is due on January 12, 2024.

On a motion by Linda Rosenfeld, seconded by Sean Ziller, the Board approved Resolution No. 1-2024-1 (8-0).

##### **Procore Project Management / Construction Management Software**

Matt Dorner provided an overview of the project that will provide a standardized system to assist the Authority’s project managers in managing the Authority’s capital improvement projects. A software system will provide tools for improved project data management, communication, financial tracking and schedule management, engineering and operations collaboration, and contractor management. The Authority’s current annual capital improvement budget is \$50 million and is expected to expand

over the next 10 years. Procore is highly recommended by utilities, consultants, and large construction contractors to provide the technical solutions needed.

Some Board discussion followed regarding the annual costs and how they will be based. Staff explained that costs will be calculated on project volume and capped, which is typical with this type of software.

On a motion by Ted Lyons, seconded by Marc Grammes, the Board approved the Professional Services Authorization to Procore Software for the initial installation and Year 1 contract in the amount of \$161,171.00 (8-0).

### **Memorial Road Emergency Water Main Replacement**

Chuck Volk explained the Emergency Declaration to expedite installation of the relocated water main that was discovered at the recent site work for a proposed development on Memorial Road in Upper Macungie Township. The 12-inch water main was recently discovered to have been previously installed at a shallower depth than depicted on the as-built drawings. This creates significant risk to the pipeline as the new development will involve heavy machinery driving over the area and a future parking lot being constructed with inadequate cover to protect the water main from damage. The relocated water main would allow for the abandonment of approximately 300 feet of shallow pipe and eliminate the risk of catastrophic damage to the existing water main.

On a motion by Linda Rosenfeld, seconded by Jeff Morgan, the Board approved the Memorial Road Emergency Declaration retroactively to December 5, 2023 in the amount of \$191,291.00 (8-0).

### **LCA Meter Stations 1 and 2 Upgrades**

Phil DePoe explained that due to current metering limitations, the boroughs of Macungie and Alburtis cannot accurately measure their respective sewer flows. This project will work to expand peak flow capacity at the existing meter stations by replacing the Parshall flume and refurbishing Meter Stations 1 and 2. The secondary objective is to refurbish architectural and ventilation aspects of the sites.

On a motion by Jeff Morgan, seconded by Linda Rosenfeld, the Board approved the Capital Project Authorization: Meter Stations #1 and #2 Parshall Flume Replacements in the amount of \$59,000.00 which includes the Professional Services Authorization to Arcadis for design and bid services in the amount of \$49,000.00 (8-0).

### **MONTHLY PROJECT UPDATES / INFORMATION ITEMS**

Ed Klein reviewed the January 2024 report highlighting items for upcoming Board meetings. He also gave an overview of the upcoming resolution to refinance a portion of the bonds issued in 2013 to fund the Allentown Water & Sewer Lease, which is being undertaken at this time due to favorable rates. Mr. Klein also informed the Board that the December Financial report will be provided at a meeting in February due to the books still being open for 2023.

### **STAFF COMMENTS**

None.

### **SOLICITOR'S COMMENTS**

None.

**PUBLIC COMMENTS / OTHER COMMENTS**

None.

**BOARD MEMBER COMMENTS**

Jeff Morgan asked how the Authority's water and sewer system operations have been impacted due to the amount of rain received recently. Andrew Moore said there were some issues, although nothing catastrophic, which he will report on at the next Board meeting.

Vice Chairman Amir Famili provided a report from Chairman Brian Nagle that an Executive Subcommittee of the Board will be formed with the intention of facilitating the decision-making process regarding significant upcoming projects in 2024. To start this effort, Amir Famili, Kevin Baker, and Ted Lyons have been appointed to the committee. Liesel Gross added that she appreciates the Board's willingness to provide additional support for the breadth of decision-making that must happen in the upcoming year. She will be reaching out to the committee members for scheduling and will also be adding Staff members for their input and assistance as needed.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

There being no further business, the Vice Chairman adjourned the meeting at 12:45 p.m.

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Linda A. Rosenfeld  
Secretary