

**REGULAR MEETING MINUTES**  
**April 22, 2019**

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The Regular Meeting of the Lehigh County Authority was called to order at 12:00 p.m. on Monday, April 22, 2019, Chairman Brian Nagle presiding. Other Members present at the commencement of the meeting were: Linda Rosenfeld, Jeff Morgan, Richard Bohner, and Norma Cusick. Deana Zosky was on the phone for the duration of the meeting. Authority Staff present were Liesel Gross, Brad Landon, Charles Volk, Ed Klein, John Parsons, Chris Moughan, Susan Sampson, Todd Marion and Lisa Miller.

**REVIEW OF AGENDA**

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

Liesel Gross noted there will be additional items to the Agenda under Staff Comments regarding Board appointments and the Authority's Charter Extension. There will also be an Executive Session after the regular meeting to discuss a matter of potential litigation and personnel.

Liesel Gross introduced new Staff member Todd Marion to the Board. Mr. Marion was hired as the Controller for the Authority.

**APPROVAL OF MINUTES**

**March 25, 2019 Regular Meeting Minutes**

Richard Bohner offered grammatical corrections to the minutes. On a motion by Richard Bohner, seconded by Norma Cusick, the Board approved the minutes of March 25, 2019 meeting as corrected (5-0). Deana Zosky abstained.

**PUBLIC COMMENTS**

None.

**ACTION AND DISCUSSION ITEMS**

Chairman Nagle announced that the Board received their packet in the mail prior to the meeting.

**Summary of 2019 Pay Increases**

Liesel Gross provided a memorandum to the Board regarding a summary of the 2019 pay increases. All merit increases for non-union employees are within the 2019 Budget and went into effect on April 8, 2019.

**Suburban Division – Heidelberg Heights Sanitary Sewer Rehabilitation Project**

Kevin Baker arrived at 12:07 p.m.

Chuck Volk explained that this project is part of the corrective action plan for Heidelberg Heights. This particular project involves the replacement of 1100' of 8" sewer main and 26 residential sewer laterals. The project will be funded by the LCA Suburban Wastewater Division. Ankiewicz Enterprises, Inc. was the low bidder and their bid documents are in order. Keystone Consulting

Engineers will oversee the project full time during the pipe replacement. Mr. Volk is asking for approval of the Capital Project Authorization for the Construction Phase in the amount of \$319,300.00 which includes the Construction Contract to be awarded to Ankiewicz Enterprises, Inc. in the amount of \$269,300.00 and the approval of the Professional Services Authorization to Keystone Consulting Engineers in the amount of \$18,000.00.

On a motion by Norma Cusick, seconded by Linda Rosenfeld, the Board approved the Capital Project Authorization for the Construction Phase in the amount of \$319,300.00 which includes the Construction Contract to be awarded to Ankiewicz Enterprises, Inc. in the amount of \$269,300.00 and the approval of the Professional Services Authorization to Keystone Consulting Engineers in the amount of \$18,000.00 (7-0).

### **Suburban Division – Heidelberg Heights Corrective Action Plan**

Chuck Volk gave an overview of the draft Corrective Action Plan (CAP) for Heidelberg Heights that needs to be submitted to Department of Environmental Protection (DEP) by May 5, 2019. The action plan proposes to eliminate the bypasses and overflows at the wastewater treatment plant and bring the system into compliance with the NPDES permit. Liesel Gross explained that the previous CAP presented to the Board in January was for a one-year action plan for the current year's rehabilitation project along with a plan to investigate additional system leakage to develop future rehabilitation projects. At a meeting with DEP in March 2019, it was decided that a multi-year plan would be required to capture all future rehabilitation work that is required along with updated sewer system characterization. Authority Staff are working with Heidelberg Township to update their sewer ordinance to provide the Authority with the authorization to conduct inspection of private property for clear water connections, other inspection work such as smoke testing and private sewer lateral inspections, certifications at the time of property sale, and to also allow enforcement actions regarding resident noncompliance or failure to correct deficiencies or remove clear water connections. Because of the small customer base, the CAP poses some financial challenges. The Authority is actively looking at programs like the Community Development Block Grant (CDBG) program along with private homeowner grants with PennVEST.

Liesel Gross explained that the Corrective Action Plan will be finalized within the next week and be submitted to DEP in early May. The financial section is still being developed and the Township is aware of the potential impact to customers.

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

Liesel Gross noted that the monthly items have already been covered and there are no new action or discussion items. Norma Cusick asked if we are able to accommodate all the water and sewer projects with our developments at the Kline's Island Wastewater Treatment Plant. Ms. Gross explained that our water availability is adequate but the sewer has a limited availability and is a regional issue that needs to be addressed.

### **MONTHLY FINANCIAL REVIEW**

Ed Klein presented a PowerPoint presentation on year-to-date key performance indicators for financial performance for March 2019. The Board asked for an explanation of how depreciation is calculated to which Mr. Klein replied. There was some discussion regarding capital expenditures and the reason for variances as compared to the forecast for the first quarter of 2019, which Mr. Klein explained related to the timing of the projects.

**MONTHLY SYSTEM OPERATIONS OVERVIEW**

John Parsons reviewed the Monthly System Operations Overview report for March 2019 which included a status report of the Western Lehigh Interceptor (WLI) High Flow Emergency Project as of April 12, 2019. Mr. Parsons reported that the Water Filtration Plant received an Area Wide Optimization Award for the 12<sup>th</sup> straight year for their continuing excellence in meeting AWWA Partnership for Safe Water guidelines. The award is earned by achieving strict treatment parameters. Mr. Parsons reported that the Western Lehigh Interceptor (WLI) High Flow Emergency Project has taken longer due to the increased number of leaks that were found. DEP requested a Corrective Action Plan for the entire WLI Emergency project which has been submitted and the staff is waiting on their response.

**STAFF COMMENTS**

Liesel Gross informed the Board that Ted Lyons has been reappointed by the Lehigh County Commissioners to serve on the Board through December 2023. The County Executive is currently looking for a candidate for Deana Zosky's replacement. Ms. Zosky's term was complete in December 2018 but she remains active on the Board until the replacement is appointed.

Ms. Gross reported that the County Board of Commissioners' working team related to the Authority's prior charter extension request has concluded their work and has prepared a report with a recommendation to extend the Authority's Charter for 43 years. The Commissioners on the working team are recommending that the County Commissioners pass a resolution at their next meeting on Wednesday, April 24<sup>th</sup>; Ms. Gross distributed a draft of that resolution that was published earlier that day. The resolution recommends extending the charter as well as some other activities to increase communication between the Board of Commissioners and the Authority. If the resolution is approved, the LCA Board will then have to consider its own resolution to begin the articles of incorporation amendment process in accordance with the law and decide what to include from the working team's recommendations.

Chuck Volk updated the Board regarding Resolution No. 3-2019-1 which was approved at the March 25, 2019 meeting regarding the bridge relocation at Martin Luther King Blvd. and Lehigh Street in the City of Allentown. Subsequent to the Board resolution approval, PennDOT reversed its prior assertions and recommendations and informed the Authority that the bridge is owned by Lehigh County and not PennDOT. Mr. Volk said he is pursuing whether it is possible to obtain federal relocation reimbursement for this project through the County and will update the Board notes accordingly.

**SOLICITOR'S COMMENTS**

None.

**PUBLIC COMMENTS / OTHER COMMENTS**

None.

Chairman Nagle called a recess at 1:03 p.m. The meeting reconvened at 1:12 p.m.

**EXECUTIVE SESSION**

An Executive Session was held at 1:12 p.m. to discuss potential litigation and personnel.

The Executive Session ended at 2:04 p.m.

**ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 2:04 p.m.

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Richard H. Bohner  
Secretary