



LEHIGH COUNTY AUTHORITY

July 22, 2013

BOARD MEETING AGENDA

1. Call to Order
2. Review of Agenda
 - *Public Participation Sign-In Request*
3. Executive Sessions
4. Approval of Minutes
 - *May 28, 2013 Regular Meeting*
5. Public Comments
6. Action / Discussion Items

FINANCE AND ADMINISTRATION

- *LCA Employee Manual Update (Approval)*
- *Water and Sewer Rate Schedules – Allentown (Approval)*
- *Human Resources – Professional Services (Approval)*

WATER

- *None*

WASTEWATER

- *None*

7. System Operations Overview
8. Staff Comments
9. Solicitor's Comments
10. Other Comments
11. Adjournment

AUGUST MEETINGS

Workshop Meeting
Board Meeting

August 12 – 12:00 p.m.
August 26 – 12:00 p.m.

PUBLIC PARTICIPATION POLICY

In accordance with Authority policy, members of the public shall record their name, address, and discussion item on the sign-in sheet at the start of each meeting; this information shall also be stated when addressing the meeting. Members of the public will be allowed 5 minutes to make comments/ask questions regarding non-agenda items, but time may be extended at the discretion of the Chair; comments/questions regarding agenda items may be addressed after the presentation of the agenda item. Members of the public may not request that specific items or language be included in the meeting minutes.

FINANCE & ADMINISTRATION

ACTION ITEMS

1. LCA Employee Manual Update (Approval)

A minor update to the LCA employee manual is suggested to reflect that any future union contract, when approved by the Board of Directors, will supersede the manual. Suggested language for approval is attached (*pink*).

2. Water & Sewer Rate Schedule - Allentown (Approval)

Water and sewer rates for City of Allentown customers are based on the lease contract with the city, and include adoption of the city’s current rates. Water and sewer rate schedule is attached for Board review and adoption into the Authority’s rate schedules (*green*).

3. Human Resources - Professional Services (Approval)

An amended Professional Services Authorization (PSA) is provided for Board consideration to allow for continued recruiting activities being undertaken by hireVision Group to fill vacancies in the City of Allentown water and sewer system. Approximately 25 positions are currently vacant in multiple areas of the operation, including distribution, plant operations, accounting and customer service. The original request for proposals identified approximately 8-10 new positions that would be created through the lease contract, but did not include additional funds for recruiting to fill the additional vacancies. The amended PSA includes an additional \$25,000 for hireVision’s anticipated continued efforts in this critical area (*yellow*).

DISCUSSION ITEMS

1. *None.*

INFORMATION ITEMS

1. Recently Purchased Investments – Certificates of Deposit (CDs)

Fund	Bank	Location	Gross Amount	Date of Purchase	Date Due	Net Rate %
2010 Wtr Cons A	PSDLAF Flex Pool		3,700,000.00	6/25/13	8/27/13	0.150

Fund Descriptions for Investments:

2010 Wtr Cons A Water Construction, Series A Bonds

ACTION ITEMS

1. *None*

DISCUSSION ITEMS

1. *None.*

INFORMATION ITEMS

1. **Phase 2 Interconnection with Allentown**

Livengood Excavators continues to address several punch-list items. **No Current Activity**

2. **Water Main Replacement Project – Oakland Park**

Final paving, lawn and driveway restoration was completed in early June. Final project closeout is expected in August.

3. **Arcadia West Pumping Station Modifications**

We are reviewing the final revisions to the T&M Associates plans and specifications. T&M Associates estimates that the general and electrical contracts will total \$863,000. Public Water Supply Construction Permit No. 3912505 was issued by the Department of Environmental Protection (DEP) on March 18, 2013. Bidding is scheduled to commence on July 18 with bids to be opened on August 22, 2013.

4. **Upper Milford Central Division Radon Mitigation Study**

Board authorized this project in June and our consultant Cowan Associates (CA) is currently evaluating the existing wells in the Upper Milford Central Division (aka Buss Acres). A Draft report was received in late December and a Draft Final report was received in early April. The final report is currently being reviewed by LCA staff. The report findings will be presented to the Board later this year.

5. **LCA Facilities Emergency Power Project**

The Board authorized the construction phase of this project at the April 8, 2013, Work Shop meeting. Notices of Award were issued on April 9, 2013 to Barry J. Hoffman Co., Inc. – Electrical Construction and Lisbon – General Construction. All required documentation from the contractors has been received and Notices to Proceed (NTP) were issued on May 20, 2013. A pre-construction meeting was held on June 11, 2013. Construction is expected to start the week of June 16, 2013. The Agreement requires substantial completion of the project no later November 16, 2013.

6. **Developments**

Water system construction is occurring at the following developments:

- Trexler Fields, Phases 2, 3, 4 & 5 (Partial), 28 residential lots (sfa & sfd), UMT
- Valley West Estates, Phases 4, 5 & 6, 46 residential lots (sfd), UMT *(There has not been any construction activity at this development in over four years.)*

Water system plans are being reviewed for the following developments:

- Above & Beyond (personal care facility), 2 commercial lots, UMT
- Diocesan Pastoral Center, 2 commercial lots, 3 additional lots and residual lot for existing cemetery, LMT
- Grant Street Townes, 18 residential lots (sfa), WashT

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Hamilton Crossings, 2 commercial lots with 20 buildings having retail, financial, convenience and restaurant uses, LMT
Hickory Park Estates, 3 residential lots (sfd), UMT
Hillview Farms, 31 residential lots (sfd), LMT/SWT
Indian Creek Industrial Park, 6 commercial lots, UMiIT, water and sewer
Lehigh Hills, 247 residential lots (sfa/sfd), UMT
Liberty at Mill Creek, 2 industrial lots, UMT
Morgan Hills, 40 residential lots (sfd), WeisT, water and sewer
North Whitehall Commercial Center (Walmart), 5 commercial lots, NWT, water and sewer
Woodmont at Upper Macungie (formerly Rabenold Farms II), 288 apartment units and clubhouse, (Portion north of I-78), UMT
Route 100 Bypass & Cetronia Road Proposed Commercial Development, 1 commercial lot with 4 buildings having auto, convenience, financial and day care uses, UMT
Shepherd's Corner, 1 commercial lot, LMT
Spring Creek Properties Subdivision I, 14 commercial and industrial lots, LMT
Trexler Business Center, Lot 1, 1 commercial building, LMT
Weilers Road Twins, 82 residential lots (sfa), UMT
Woodmere Estates, 60 residential units (sfd), UMT

WASTEWATER

ACTION ITEMS

1.

DISCUSSION ITEMS

1. None.

INFORMATION ITEMS

1. **Infiltration and Inflow (I&I) Program Update**

The following is work planned for 2013:

- Submission of reports to EPA and DEP.
- CCTV work in areas identified as have high leakage to determine the extent of the leakage. Malcolm Pirnie will review the CCTV video and determine a Basis of Rehab.
- Keystone Consulting Engineers (KCE) is generating the population projections for the LCA service area to be used in the Level of Service modeling.
- Completion of the Level of Service Modeling for future growth.
- Rehab effectiveness metering in Phase 1 pipe lining project areas to determine the reduction in peak flows as a result of the rehab work.
- Phase 2 of Signatory pipe lining projects as determined by KCE.
- Rehab effectiveness metering in Phase 2 pipe lining project areas.
- Alternative Modeling and feasibility analysis to evaluate the various alternatives to achieve the preliminary objectives. The alternatives will include various combinations of I & I elimination, storage and capacity increases.
- Long term flow meters will continue on a limited basis. Two rain gauges and meters remain in the system.
- Preliminary Program Objectives Evaluation Report will be submitted to DEP by the end of 2013. This document will define the current system performance and assess what it will take to achieve the system preliminary objectives. The report will include a discussion of the investigation and evaluation work completed including flow evaluation, SSES prioritization, modeling, current and future level of service, current and future system sizing requirements, and will propose the Level of Control for system operation.
- The development of the Capital Improvements Plan is scheduled to begin by the end of the year. This will identify the rehab needs, replacement needs, expansion requirements, costs of improvements and schedule for implementation to achieve the program objectives. **No Current Activity.**

2. **Wastewater Treatment Capacity**

The Memo of Understanding (MOU) regarding working together on a joint Act 537 Plan with the City has not been received to date.

A Communications Plan was developed by the consultant with input from LCA and the City. A stakeholder's group has been formed and the kick-off meeting was held in mid-

January at the Lehigh County Administration Building. The stakeholders Advisory Committee (SAC) consists of either Municipal Managers or Municipal Officials from each of the City and LCA Signatories. It is expected that there will be 5 meetings with the SAC during the Study to keep the Committee up to date on Plan with the expectation that the adoption of the plan with the various Signatories will be completed in a short period of time.

Talks continue with DEP on the effluent standards applicable to a discharge to the Jordan Creek. A meeting was held with DEP in late May to discuss the Jordan Creek discharge. DEP indicated water quality standards will be applicable to the plant effluent. We are requesting Reuse Standards which are less stringent. We have since received a letter from DEP with the specific requirements for performing a study of the Jordan Creek that must be completed prior to the issuance of effluent standards.

LCA purchased 100,000 gallons of allocation from Salisbury Township at \$6.00 per gallon. The Authority's Solicitor reviewed the language in the Authority's Act restricting the sale of capacity to the cost the seller charges to their residential customers. His finding is that the sale of the allocation is grandfathered under the provisions of (v) in the Authority's Act because the acquisition of the allocation was pursuant the 1981 City Agreement.

3. **Northern Lehigh Wastewater System**

The project is composed of the following:

Wastewater Treatment Plant (on a 5-acre tract at KidsPeace)

In March, LCA representatives met with North Whitehall Township (NTW) Supervisor, Steve Pany; Solicitor, Lisa Young; and Township Manager, Jeff Bartlett to discuss the Act 537 Plan. In summary, for the westside of Rt. 309 (the 1-5 year service area) LCA has agreed to limit the size of the Wastewater Treatment Plant (WTP) to 200,000 GPD which in essence reflects the need for this area. Any expansion beyond 200,000 GPD would require NWT approval.

September 18, 2012, after six months of hearings, the Supervisors granted approval of the Conditional Use for the proposed WTP with nine conditions. We have received the written decision from the Township and have accepted all conditions. In late November 2012 the opposition, the Friends of the Jordan, appealed the Township decision to Lehigh County Court of Common Pleas. Legal Briefs were filed by the Friends of the Jordan, NWT and LCA. Argument took place on Wednesday May 29, 2013 with Judge Edward Reibman presiding. On June 5, 2013 the Court ordered "*that the decision of the NWT Board of Supervisors dated October 23, 2012 is hereby reaffirmed*"

The total cost of the WTP including soft costs and KidsPeace acquisition costs is estimated at \$4.69 million.

Offsite Conveyance Facilities (OSCF)

Wal-Mart has stopped design of the necessary conveyance facilities, which includes gravity sewers, a pump station and force main to deliver the wastewater from their proposed development and other future wastewater customers to the wastewater treatment facilities until a cost sharing agreement is reached with LCA. Wal-Mart has proposed that LCA assume the responsibility of designing, permitting and constructing the OSCF, which is a change from the previous plan where Wal-Mart had the responsibility. Ongoing cost-sharing negotiations are still on hold while Wal-Mart internally reevaluates the proposed store's financial viability. **No current activity.**

The construction cost of the conveyance facilities is estimated at \$1.354 million.

Kids Peace Agreement

A revised amendment to the Agreement has been sent to KidsPeace. It primarily focuses the financial impact on the Jordan Creek Wastewater system because of KidsPeace's sale of the 101 Acre parcel to Lehigh Carbon-Community College (LCCC). The 101 Acre parcel was an integral economic component for LCA in the 2006 Agreement. **No current activity.**

Act 537 Plan (Plan) Revision

NWT continues to work on developing an alternate a solution for the wastewater treatment needs for a revised 1-5 year service area which would include a WTP located on the eastside of Route 309 that would discharge to the Coplay Creek. LCA has agreed to provide support and expertise. Recent discussions with NWT indicate that the Pennsylvania Department of Environmental Resources (PADEP) has agreed to allow data from the on-site sewer system evaluations and water testing conducted for the current Plan to be used for any Plan revisions. NWT has requested preliminary wastewater effluent discharge standards from DEP and has met with the Delaware River Basin Commission (DRBC) to discuss water quality modeling requirements for a discharge on the Coplay Creek. A conceptual short term service area collector system layout has also been developed. **No current activity.**

4. **Arcadia West WWTP Improvements**

Construction activity continues at the site. The footer and foundation were placed during the first two weeks of July. The total project cost estimate is \$3,502,300.

5. **Wynnewood Terrace Pump Station & Force Main Replacement**

Staff has completed review of the Preliminary Technical Memorandum and returned comments to our consultant Cowan Associates, Incorporated (CA). Design work is proceeding on a below grade self-contained pump station with submersible pumps, as recommended by the memorandum.

6. **Park Pump Station Improvements**

Fuel Tank Replacement – Staff has received and is reviewing the final specifications and plans for replacement of the fuel tank at the Park Pump Station. We expect to place the work to bid by the end of August and award the work at the September Board Meeting.

7. **LCA WTP- Truck Waste Receiving Station**

Truck Waste Receiving Station (TWRS):

The Board awarded the General and Electrical construction contracts at the January workshop meeting. The contractors have returned the construction Agreements for our execution. Notices to Proceed (NTP) to the respective contractors were issued on February 26, 2013 and a pre-construction meeting was held on March 7, 2013. Construction is underway; the Agreement requires substantial completion of the facility no later than 270 days from the date of the NTP.

Digester Mixer Replacements:

Notice to Proceed for the Construction Phase of the project was issued to both the General and Electrical contractors on October 8, 2012. Electrical construction work is approximately 75% complete, as most of it could be accomplished without draining the digesters. The General contractor has completed the installation of mixers in the first digester. After this digester is put back in service, the 2nd digester will be drained and mixers installed. As a note; the mixers will be installed one digester at a time, as it is necessary to always have two digesters operating. Assuming no major difficulty in draining the remaining digesters we expect the project will be completed in the 1st quarter of 2014.

PPL E-Power Customizable Energy Program:

Applications have been submitted for energy savings rebates and verification methodologies for both the Digester Mixer Replacements and Truck Waste Receiving Station. We are awaiting PPL approval of the methodologies for verifying electrical savings. **No current activity.**

8. Vera Cruz Area Sewer Project

All construction for this project was completed in 2012. Final documentation has been submitted to EPA and receipt of the outstanding retainage, (\$145,500.00) has been received. This project is complete as of June 30, 2013.

REGULAR MEETING MINUTES
May 28, 2013

The Regular Meeting of the Lehigh County Authority was called to order at 12:30 p.m. on Tuesday, May 28, 2013, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Richard Bohner, Emrich Stellar, Scott Bieber, Tom Muller, and Brian Nagle. Authority Staff present were: Aurel Arndt, Joseph McMahon, Bradford Landon, Liesel Adam, Ed Bielarski, and Cristin Keppel.

George Manniotti member of the public, was also in attendance.

REVIEW OF AGENDA

Mr. Arndt noted there were no additional items to add.

PUBLIC COMMENTS

Mr. Manniotti stated that KidsPeace, Inc. filed for Chapter 11 Bankruptcy and wondered if it would have an effect on the Northern Lehigh Act 537 Planning Process.

Mr. Arndt noted that the Authority does not think it will have an effect on the project, but does not know the definitive answer at this time.

EXECUTIVE SESSION

None.

APPROVAL OF MINUTES

None.

ACTION AND DISCUSSION ITEMS

Discussion of City of Allentown Transition Plan (Approval)

Mr. Arndt distributed various handouts related to the City of Allentown Water and Sewer Transition and provided an overview of the transition activities. The handouts highlighted both the City and Authority team members and their specific roles in the project. He also reviewed a task list that included completed, ongoing, and future tasks needed in order to complete the transition. Mr. Arndt noted that many hours of work have been used for various document review. He then explained that an Independent Engineer's Report and the Preliminary Official Statement are being completed for the financing of this project. Mr. Arndt stated that there are weekly conference calls between Allentown and LCA team members, as well as calls with the consultants involved in the financing and transition process. He then explained that financial consultants will present and review the Resolution related to the bonds, as authorization is needed prior to sale and closing of the bonds. Mr. Arndt also briefly explained the organizational structure that will be used to handle the transition. Extensive discussion followed. Because this was not a budgeted project, Mr. Arndt requested a Budget Amendment be approved to cover all of the miscellaneous expenses for this project which includes consultant services, meetings, and staff time.

On a motion from Mr. Muller, seconded by Ms. Bohner, the Board unanimously approved a Budget Amendment for the City of Allentown Concession Lease costs in the amount \$2,363,000 (6-0).

SYSTEM OPERATIONS OVERVIEW

None.

STAFF COMMENTS

None.

SOLICITOR'S COMMENTS

Mr. Landon noted that the PennVEST closing on the Western Weisenberg Wastewater Treatment Plant will occur in June.

OTHER COMMENTS

Mr. Muller inquired about the ongoing arbitration with the City of Allentown regarding sewer charges.

Mr. Arndt stated that arbitration continues and depositions have been done at LCA, and others are occurring today at the City. He explained that the City offered a settlement to which the other signatories declined. An arbitration hearing could possibly be set for June.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 1:47 p.m.

Richard H. Bohner
Secretary

CHAPTER 1

DEFINITIONS

Contract Worker - A person providing services for the Authority, who has been procured through a personnel agency, is paid by and is an employee of that personnel agency. A Contract Worker working at the Authority after having accepted a job offer by the Authority, will not be considered an Authority employee until being released by the personnel agency and having completed a new employee probationary period; however a Contract Worker will be subject to appropriate provisions of the Employee Manual, in particular those addressing expected behavior of persons working and using the Authority facilities as set out in Chapter 2 and Chapter 3, Sections 1, 2, 4, 7, 8, 9, 10, 11, 12, 13, 14 and 15.

Emergency Response Plan - The document that sets out the Authority's procedures and processes for dealing with system and public emergencies.

Employee Manual - The document which sets out most of the Authority's employment policies, and acts as the most current compilation and documentation of the Authority's employment policies when approved by the Board of Directors; however, such document is provided to employees for informational purposes and is not, nor shall be interpreted as, an employment contract. The terms of any union contract approved by the Board of Directors will supersede this manual to the extent a specific provision in such a union contract conflicts with a provision in the Employee Manual.

Employment Date - The date the employee first reports to work as a Permanent Employee.

Firearm - Any device that discharges a projectile by means of exploding gases.

Full-time Employee - A Permanent Employee who works 40 hours or more per week on a continuing basis, unless specified as a Temporary or probationary employee.

Hourly Employee - An employee whose primary compensation is based on an hourly rate and is in a job grade classification of eight or less, as well as an employee in the assistant foreman or foreman position.

Normal Work Day - A scheduled 8-hour work shift within the 40-hour work week.

Offensive Weapon - Any device or object used by an individual with the intent to inflict, or threaten to inflict, harm to another person or to damage property.

On-the-Job - The time from the start of a work shift to the end of a work shift, including lunch and other breaks.

Operation Center - The main office of the Authority.

Part-time Employee - A Permanent Employee who works less than 40 hours per week on a continuing basis, unless specified as a Temporary or probationary employee.

Permanent Employee - Employment following successful completion of probationary period; however, the term *Permanent* as used in this definition shall not be interpreted to imply or create any employment rights contrary to the employment-at-will status of all Authority employees.

Salaried Employee - An employee whose primary compensation is based on an annual salary paid in two-week intervals and is in a job grade classification greater than eight, with the exception of the assistant foreman and foreman position's, which are classified as Hourly Employees.

Service Area - The Authority's service area for purposes of the Employee Manual shall be Lehigh County.

Temporary Employee - An employee hired by the Authority for a limited duration who may be a Part-time or Full-time Employee.

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WATER RATES AND CHARGES**

CITY OF ALLENTOWN

Adopted & Effective 7/22/2013

NOTE: Unless expressed specifically in this Schedule of Rates and Charges, customers of the City of Allentown water system are subject to any and all additional charges, fees, penalties and policies stated in Lehigh County Authority's Rules & Regulations for Water Service and its Schedule of Water Rates and Charges duly adopted for its non-City systems.

A. Metered Water Use

Meter Size	Fixed Charges	
	Monthly Fixed Charge**	Quarterly Fixed Charge**
5/8" *	\$ 17.21	\$ 25.21
3/4" *	\$ 19.09	\$ 30.91
1"	\$ 22.95	\$ 42.29
1 1/2"	\$ 32.45	\$ 71.12
2"	\$ 43.83	\$ 105.63
3"	\$ 74.10	\$ 197.76
4"	\$ 108.33	\$ 301.30
6"	\$ 203.11	\$ 589.09
8"	\$ 316.98	\$ 934.19

*Typical residential meter sizes.

** Billing frequency determined at time of connection based on anticipated water volume used. Residential properties are primarily billed quarterly.

Volume	Rate per 1,000 Gallons
All Volume	\$ 3.10125

B. Capital Cost Recovery Charge

To be determined.

C. Private Fire Protection

Each Hydrant	\$310 per year (may be billed monthly or quarterly)
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D. Service Termination & Restoration Charge

\$100.00

E. Tapping Fees

- Part 1 **\$810.00 per Equivalent Dwelling Unit**
Part 2 **To be determined based on Capital Recovery Fee calculation**

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WASTEWATER RATES AND CHARGES**

CITY OF ALLENTOWN

Adopted & Effective 7/22/2013

NOTE: Unless expressed specifically in this Schedule of Rates and Charges, customers of the City of Allentown wastewater system are subject to any and all additional charges, fees, penalties and policies stated in Lehigh County Authority's Rules & Regulations for Sewerage Service and its Schedule of Wastewater Rates and Charges duly adopted for its non-City systems.

A. Sewer Usage Charges

Meter Size	Fixed Charges	
	Monthly Fixed Charge**	Quarterly Fixed Charge**
5/8" *	\$ 5.98	\$ 8.75
3/4" *	\$ 6.63	\$ 10.72
1"	\$ 7.93	\$ 14.65
1 1/2"	\$ 11.17	\$ 24.49
2"	\$ 15.07	\$ 36.30
3"	\$ 25.52	\$ 67.79
4"	\$ 37.20	\$ 103.43
6"	\$ 69.71	\$ 202.05
8"	\$ 127.89	\$ 320.35

*Typical residential meter sizes.

** Billing frequency determined at time of connection based on anticipated water volume used. Residential properties are primarily billed quarterly.

Flow Charge	Rate per 1,000 Gallons
All flow based on metered water usage***	\$ 2.237638

*** Unmetered residential accounts will be charged for flow based on an average usage of 180 gallons per day.

B. Capital Cost Recovery Charge **To be determined.**

C. Service Termination & Restoration Charge **\$100.00**

D. Tapping Fees

Part 1 \$680.00 per Equivalent Dwelling Unit
Part 2 To be determined based on Capital Recovery Fee calculation



Lehigh County Authority

1053 Spruce Street * P.O. Box 3348 * Allentown, PA 18106-0348
(610)398-2503 * FAX (610)398-8413

PROFESSIONAL SERVICES AUTHORIZATION - Amendment

Professional: hireVision

Date: July 22, 2013
(originally authorized 5/13/13)

7540 Windsor Drive
Suite 40
Allentown, PA 18195
610-443-0119
484-214-0100 (fax)

Requested By: Liesel Adam

Approvals
Department Head: _____
General Manager: _____

Description of Services (Work Scope, Steps, Check Points, etc.):

HireVision will provide human resources (HR) planning and implementation services for the transition period associated with the Allentown water / sewer lease contract. Specific activities are outlined below.

Primary Services Not-to-Exceed Amount: \$25,000

Staffing Decisions, Recruitment & Selection: A significant number of staffing decisions will need to be made within the first 30 days of the transition period. HireVision will assist LCA in making those decisions by providing input on appropriate strategies, staffing level calculations, and developing tools to implement selected strategies.

Transferring Employee Enrollment: A significant effort will be required to gather employee information, enrollment forms and other data for entry into LCA's payroll system. HireVision will lead for this process, and will partner with LCA personnel to conduct orientation meetings and organize the data that is collected. In addition, manual data entry into LCA's payroll system will be required and hireVision will provide staff support for this function.

Support Services Not-to-Exceed Amount: \$10,000

Transition Team Participation: HireVision will attend an undefined number of team meetings to gain a full understanding of the HR issues and programs to be considered through this transition.

Employee Communications: HireVision will provide input on employee communications activities including group meetings, individual interviews, mailings, and networking events to ensure proper HR procedures are used and all communications are clear, appropriate and purposeful.

HR Program / Policies: Review of all LCA employee policies and programs, and all policies and programs LCA is required to adopt from Allentown via the contract, and develop strategies for LCA to address all requirements in the future.

Additional Services: Not-to-Exceed Amount: \$60,000 (amended from \$35,000)

Recruitment Process: HireVision will provide candidate recruitment and selection services for positions that need to be filled, as identified during the transition period. Services include preparing and placing advertisements, collecting and screening candidates, conducting reference checks, conducting initial interviews and coordinating live interviews with LCA managers. Cost will vary depending on number of positions to be filled. **(Amendment of \$25,000 included to accommodate extended recruiting effort required to fill more than 25 vacancies created by the transition process.)**

Job Description & Pay Scale Parity: HireVision will review the Allentown non-union employee job descriptions and pay scales and evaluate placement and parity within LCA's existing pay plan. Recommendations will be provided for LCA management.

Cost Estimate (not to be exceeded without further authorization) : \$95,000 (amended from \$70,000)

Time Table and Completion Deadline : This project will begin immediately and shall be completed in parallel with the transition activities associated with the Allentown water / sewer lease contract.

(For Authority Use Only)

Authorization Completion :

Approval : _____ **Actual Cost:** _____ **Date:** _____