

WORKSHOP MEETING MINUTES
March 12, 2012

The Workshop Meeting of the Lehigh County Authority was called to order at 12:17 p.m., on Monday, March 12, 2012, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Thomas Muller, Norma Cusick, and Scott Bieber. Authority Staff present were: Aurel Arndt, Doug Young, Bradford Landon, Frank Leist, Patricia Mandes, Liesel Adam, Joseph McMahon, and Cristin Garger.

Tom Kelso of Castle Valley Consultants was also in attendance.

Agenda Review

Mr. Arndt stated there would be three additional items following the regular agenda items; two informational items and one action item.

He also said an Executive Session will be necessary to discuss property acquisition and potential litigation.

APPROVAL OF MINUTES

January 9, 2012 Workshop Meeting Minutes

On a motion by Ms. Cusick, seconded by Mr. Muller, the Board unanimously approved the minutes of the January 9, 2012 Workshop Meeting (4-0).

January 23, 2012 Regular Meeting Minutes

On a motion by Ms. Cusick, seconded by Mr. Bieber, the Board unanimously approved the minutes of the January 23, 2012 Regular Meeting (4-0).

February 13, 2012 Workshop Meeting Minutes

On a motion by Ms. Cusick, seconded by Mr. Bieber, the Board unanimously approved the minutes of the February 13, 2012 Workshop Meeting (4-0).

ELECTION OF OFFICERS

Mr. Muller, serving as the Nominating Committee, indicated he had polled the Board officers to determine if they are willing to serve in the same capacity as in 2011, to which they agreed. He also suggested splitting Mr. Nagle's position and to elect Ms. Cusick as the Assistant Secretary. He then offered the following slate of nominations for 2012:

Asa M. Hughes, Chairman	Emrich M. Stellar, Jr., Treasurer
Thomas S. Muller, Vice Chairman	Richard H. Bohner, Secretary
Brian C. Nagle, Assistant Treasurer	Norma A. Cusick, Assistant Secretary

Mr. Muller made a motion to close the nominations, which was seconded by Mr. Bieber. By a vote of 4-0, the nominations were closed and by unanimous vote of 4-0 the officers for 2012 were elected as nominated.

Financial Guidelines Amendment (Approval)

Mr. Arndt explained the law regarding public bidding has been amended; therefore, the Authority's financial guidelines and purchasing policies have been updated.

Mr. Landon outlined the details of the updated policy, noting that an annual inflationary process was added by the legislation. He also stated the emergency purchasing aspect of these purchasing guidelines needed to be updated to reflect the substantial 2011 update to the Authority's Emergency Response Plan.

On a motion from Mr. Muller, seconded by Ms. Cusick, the Board unanimously approved the updated Financial Guidelines Amendment (4-0).

Strategic Plan Update (Approval)

Mr. Arndt explained that some comments were received from outside sources during the update process, all of which were supportive. He stated that under "Facilities and Capacity", the word "groundwater" was added in point (a.) and that it should read "absent the highest groundwater source...". Because the interconnection with the City of Allentown will provide a large supply of water from a single source, this objective would never be met without adding the word "groundwater. Some discussion followed.

On a motion from Mr. Muller, seconded by Ms. Cusick, the Board unanimously approved 2012 Strategic Plan Update (4-0).

Water Rates (Approval)

Mr. Arndt stated that the water rate increase as a result of the study presented to the Board in January is ready for adoption. He explained that there are slight increases in volumetric charges and meter rates, both reflective of current costs. Mr. Arndt stated the rates would take effect on April 1, 2012.

On a motion from Ms. Cusick, seconded by Mr. Bieber, the Board unanimously approved the updated Water Schedule of Rates and Charges (4-0).

Budget Amendments (Approval)

Mr. Young explained that a budget amendment is needed regarding the 2011 water refinancing, as it was not planned at the time of the 2011 Budget adoption. He also noted there were unplanned items in the wastewater budget regarding the Lynn Township Sewer acquisition and clean up items from the Flow Equalization Basin.

On a motion from Mr. Bieber, seconded by Mr. Muller, the Board unanimously approved two Budget Amendments for 2011, one each for water and wastewater (4-0).

Groundwater Monitoring Executive Summary

Mr. Arndt distributed copies of the Executive Summary of the Groundwater monitoring reports prepared by ARRO for the Capece Tract wells and WL-8R and 12R in Lower Macungie Township. He noted that the report recommends termination of monitoring the Capece Tract wells because no problems have been found; however, the monitoring would continue at Wells 8 and 12 because there has not been enough time to capture sufficient data to determine whether monitoring is warranted or not. Mr. Arndt explained that this information has been shared with Lower Macungie Township and meetings to review the reports in detail have been scheduled with their Environmental Advisory Group, Planning Commission, and Supervisors.

City of Allentown Joint Act 537 Plan

Mr. Arndt stated that a meeting was held with the City last week regarding a joint 537 Plan in which the City agreed to cooperate in developing the plan. A Memorandum of Understanding (MOU) between the Authority and City has been drafted to move forward with a joint plan. He stated the MOU is very broad and will probably be executed administratively. Some discussion followed.

Executive Session

The Chairman called for an Executive Session at 1:05 p.m. to discuss possible litigation and property acquisition.

Tom Kelso left the meeting at 1:53 p.m.

The Session ended at 2:21 p.m.

There being no further business, the Chairman adjourned the meeting at 2:22 p.m.

Norma A. Cusick
Assistant Secretary