

WORKSHOP MEETING MINUTES

November 10, 2014

The Workshop Meeting of the Lehigh County Authority was called to order at 12:22 p.m., on Monday, November 10, 2014, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Brian Nagle, Tom Muller, Richard Bohner, Norma Cusick, Scott Bieber and Ted Lyons. Authority Staff present were Aurel Arndt, Liesel Adam, Bradford Landon, Ed Bielarski, Frank Leist, Dan Standish, Pat Mandes, John Parsons, and Lisa Miller.

PUBLIC COMMENTS

Barbara Haver-Mentzer was present to discuss and ask for relief of an ongoing bill dispute regarding her property at 40 S. Howard St., Allentown. The disputed amount reflects the excess water charges generated as a result of a water leak. The water leak was discovered when the bill for the period of 11/21/13 to 3/3/14 was opened in April 2014. When Ms. Haver-Mentzer and her plumber, Mr. Bradley, arrived at the property, they observed that the leak was due to a large nut on the meter connection and the set bolt to hold it in place were both loose. Once the bolt was tightened, the leak was stopped. An LCA technician was called and visited the property. The LCA technician reported that the meter was in an exterior coal bin with no insulation to protect the meter from freezing. It was also reported that there were no drains or other connections to the sewer system in the vicinity, so the water did not leak into the sewer system. Ms. Haver-Mentzer stated that a new water meter was installed by a City subcontractor on July 23, 2013. The customer experienced no leakage or other issues with the meter for at least six months after the installation. LCA has provided credits for the sewer flow charges for leaked water that did not enter the sewer system, including waivers of late payment charges. Pictures of the leak and the meter were shown to the Board. Ms. Adam explained the process of reading meters and how the high-usage bills are reviewed by LCA staff.

Some discussion followed regarding the Lease Agreement protocol for this type of situation. Mr. Arndt said that there is clear language in the Concession Agreement that all events and circumstances prior to August 8, 2013 are the City's responsibility and those after that date are LCA's responsibility. Also, it was considered an uncompleted work issue for which the City retained responsibility.

Ms. Haver-Mentzer said that they have been in contact with Mr. Lightner, Risk Manager for the City, and he is looking into it but advised them to seek an appeal thru the LCA Board. Mr. Hughes expressed his opinion that the Board can control the accruing penalties but Ms. Haver-Mentzer should continue to work with the City on resolution to the investigation on the leaking meter installation.

The Chairman called for an Executive Session at 1:05 PM. to discuss potential litigation, at which time the Mentzers and Mr. Bradley left the meeting. The Executive Session ended at 1:22 PM.

ACTION AND DISCUSSION ITEMS

Drug & Alcohol Policy

Ms. Adam presented the Drug & Alcohol Policy to the Board for review and approval. There was some discussion regarding the wording under the Policy.

On motion made by Mr. Muller, seconded by Mr. Nagle, the Board unanimously approved the Drug & Alcohol Policy with minor language amendments as presented during discussion (7-0).

2014 Audit and Zelenkofske Axelrod extension

Mr. Bielarski referred to the extension letter from the Authority's auditor, Zelenkofske Axelrod, LLC. He recommends approving the extension because of the smooth nature that Zelenkofske Axelrod has brought to the transition of the audit when including the Allentown Concession and their familiarity with the current financial state of the Authority. He does, however, recommend putting a full bid out next year for audit services.

On a motion made by Mr. Bohner, seconded by Ms. Cusick, the Board unanimously approved the extension for Zelenkofske Axelrod LLC (7-0).

Budget Assumptions

Mr. Bielarski presented the 2015 Budget Assumptions that included projections thru 2017. He briefly explained estimates for the following categories: Staffing, Employee Benefits, Overall Operational Costs, and Internal Services. Some discussion followed.

Mr. Hughes announced that LCA received Certificates of Recognition from the Commonwealth of Pennsylvania House of Representatives, State Senate, and the Lehigh Valley Planning Commission for receiving the 2014 Lehigh Valley Planning Commission Award as a Multi-Municipal Cooperation Honoree for the Allentown Concession project.

Mr. Hughes turned the meeting over to Vice Chairman Muller and left the meeting at 1:55 PM.

City Signatory Flow Meter Evaluation

Ms. Mandes presented the Professional Services Authorization for Consulting Services by Arcadis in the amount of \$33,000.00, for the Board's consideration and approval. Some discussion followed.

On motion made by Mr. Bohner, seconded by Ms. Cusick, the Board unanimously approved the Professional Service Authorization in the amount of \$33,000.00 (6-0).

Allentown Division – Manhole Collars with Water Tight Frame and Covers

Mr. Leist gave an overview of the project to the Board. The project is to address part of the work necessary for the U.S. Environmental Protection Agency (EPA) Administrative Order and will be funded by the City. Three bids were received and Joao & Bradley was the low bidder at \$99,050. There are no issues with this bidder. Mr. Leist said he recommends the Board approve the Capital Project Authorization Amendment No. 1 – Construction Phase for \$146,254, the Professional Services Authorization Amendment No. 1 – Construction Phase for \$18,056 and the Contract Award for \$99,050.

On a motion made by Mr. Lyons, seconded by Mr. Bohner, the Board unanimously approved the Capital Project Authorization, the Professional Services Authorization and the Award of the Contract (6-0).

The Vice Chairman called another Executive Session at 2:07 PM to discuss potential litigation.

The Executive Session ended at 2:23 PM at which time the Staff left the meeting and the Executive Session continued to discuss personnel matters. The Executive Session ended at 2:38 PM.

SYSTEM OPERATIONS OVERVIEW

None.

STAFF COMMENTS

None.

SOLICITOR'S COMMENTS

None.

OTHER COMMENTS

None.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 2:38 p.m.

Richard H. Bohner, Secretary