

**REGULAR MEETING MINUTES**  
**April 28, 2014**

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The Regular Meeting of the Lehigh County Authority was called to order at 12:19 p.m. on Monday, April 28, 2014, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Tom Muller, Brian Nagle, Richard Bohner, Emrich Stellar, Scott Bieber, and Norma Cusick. Authority Staff present were Aurel Arndt, Liesel Adam, Bradford Landon, Frank Leist, Bob Kerchusky, Dan Standish, Pat Mandes, John Parsons, and Cristin Keppel.

Bill Haberstroh of CH2M Hill was also in attendance.

**REVIEW OF AGENDA**

Mr. Arndt stated there will be one additional item for Wastewater and three additional discussion items following the regular agenda.

**PUBLIC COMMENTS**

None.

**EXECUTIVE SESSION**

Mr. Arndt stated there would be one Executive Session to discuss personnel.

**APPROVAL OF MINUTES**

**March 24, 2014 Regular Meeting Minutes**

On a motion by Mr. Bohner, seconded by Mr. Nagle, the Board unanimously approved the minutes of the March 24, 2014 Regular Meeting (6-0). Mr. Stellar abstained.

**ACTION AND DISCUSSION ITEMS**

Messrs. Leist and Standish provided some points of clarification on information items on the agenda.

**Wastewater Treatment Plant Annual Report**

Ms. Mandes reviewed the Wastewater Treatment Plant (WTP) Annual Report via PowerPoint presentation (attached). She provided some details regarding the increases in BOD from higher hauler volume and increased Boston Beer production. Ms. Mandes reviewed the slides and answered any questions to provide more detail but noted that the WTP is successfully treating all wastewater. She also reviewed some rewards the WTP staff has received and went over goals for 2014.

Mr. Haberstroh continued the presentation, noting the physical condition of the plant by reviewing completed projects in 2013 and the current 2014 capital projects. He also discussed the aggressive marketing program that the WTP uses to attract haulers; noting that more domestic communities are utilizing waste haulers and need a reliable place to discard the wastewater. Extensive discussion followed.

**Wastewater Treatment Plant Property**

Mr. Arndt explained that there is a portion of the land at the WTP that is still owned by the County that the Authority has an option to procure under the original agreement and is the process of completing. The County property was subdivided so that the County retained a parcel with road frontage on Rte. 100. He noted that a potential buyer has come forward for the parcel to be retained by the County who would like to construct on this property and an agreement is currently be negotiated with the County. Discussion followed.

**Wastewater Rates for Boston Beer (Approval)**

Ms. Mandes explained the current Boston Beer agreement was renewed in September of 2011 and rates are adjusted annually and effective from March until February of the following year. The rate is adjusted based on cost of service plus a fixed 1.08 expense coverage ratio. Usage rates are calculated for flow and allocation per 1,000 gallons and BOD, TSS and TKN per pound. Additionally, Boston Beer pays a monthly minimum payment. She referred to the memorandum, noting that over the last year, Boston Beer has increased production by 28%. For 2014, they are anticipating an additional 30% increase from their 2013 production numbers. The 2014 rates were calculated based on their projected increases as well as estimated usages for all other system users. Ms. Mandes asked the Board to approve the proposed rate schedule for 2014.

On a motion from Mr. Bohner, seconded by Mr. Nagle, the Board unanimously approved the 2014 Boston Beer wastewater rates (7-0).

Mr. Haberstroh left the meeting at 1:43 p.m.

**Allentown Division – Belt Filter Press Rehabilitation – Purchase of OEM Parts (Approval)**

Mr. Parsons referred to the attached memorandum, noting that this is authorization three of four for this project. Specifically, this authorization is to procure replacement parts for belt filter presses numbers two and three, along with a new control panel for press number two. He explained that purchasing these items now will eliminate any markup on the items that a contractor might add to provide that service. Mr. Parsons also noted that these items are obtainable from only one source and typically require a 14 week lead time for ordering; therefore, purchasing now is the best option.

On a motion from Mr. Stellar, seconded by Mr. Muller, the Board unanimously approved the Capital Project Authorization Amendment No. 2 for equipment procurement in the amount of \$499,516 (7-0).

**SYSTEM OPERATIONS OVERVIEW**

Mr. Standish noted that the roof project at the Water Filtration Plant is going well despite the small delay from the heavy rains this week.

Mr. Kerchusky stated that the cogeneration project with PPL at Kline's Island is in the start-up phase.

**STAFF COMMENTS**

**2013 Audit**

Mr. Bielarski provided the Board with a summary handout of the 2014 Authority audit and explained the feedback that staff has received from the auditors. He stated that final edits are being made by the auditor as the Authority must submit a copy to the trustee for the Concession no later than April 30<sup>th</sup>. A final copy of the audit will be provided to the Board.

**Strawberry Acres**

Mr. Arndt informed the Board that the new Strawberry Acres development is an 84 unit development of single homes, twin homes, and quads. The community would be planning an onsite community sewage system but would like it owned by North Whitehall Township or Lehigh County Authority. This type of system does not include a wastewater treatment plant, such as at Wynnewood. Mr. Arndt explained that the Township has not shown any desire to control the system; therefore, we are currently researching the possibility of operating the system.

Mr. Bieber noted that residents have been opposing this because they think a treatment plant is going to be built; however, this is an onsite system.

Mr. Arndt stated that the Authority has the expertise to run the system properly. He noted that systems like this are sometimes run by the developer or homeowners associations, but then eventually acquired by another party because of improper operation and maintenance.

Mr. Leist also noted that the developer would be paying to construct the system in accordance with Authority requirements. Extensive discussion followed.

**SOLICITOR'S COMMENTS**

Mr. Landon explained that the Public Labor Stabilization Agreement study has been completed by the consultant, Kevin Moore, and he recommended that the Authority not use such agreements for the first five projects regarding the City of Allentown Concession. There was some discussion of the study and its implications and Mr. Landon added that even though the Board does not have to approve the study since it is within the management authority for operating the concession, he would like feedback if there are any Board concerns.

The Board members agreed that Mr. Landon should proceed as planned.

Mr. Hughes left the meeting at 2:27 p.m.

**OTHER COMMENTS**

None.

**EXECUTIVE SESSION**

The Vice Chairman called for an Executive Session at 2:28 p.m. to discuss personnel, at which time all Staff members except Mr. Arndt exited the meeting.

The session ended at 3:14 p.m.

**ADJOURNMENT**

There being no further business, the Vice Chairman adjourned the meeting at 3:15 p.m.

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Richard H. Bohner  
Secretary