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From: President Hendricks and City Council

**The City of Allentown is still conducting business.** City Council and the Administration are maintaining critical services and protecting residents and employees during this troubling time. Our Health Department and Emergency Responders are doing exemplary jobs of keeping us all safe while we all work to “flatten the curve.” City Council plans to conduct regularly scheduled Council Meetings within current guidelines issued by the state. Consistent with that goal of preventing community spread of COVID-19, Council will be making accommodations to conduct business. Our intent is to continue to ensure an open government by conducting regularly scheduled council meetings with active public participation, while implementing safety precautions established by the CDC and Commonwealth Health Department and following Governor Wolf’s Order. These accommodations are shaped by guidance offered by the Pennsylvania Office of Open Records and are consistent with our Home Rule Charter and applicable laws.

**Essential Issues:** Council will only consider legislation that is essential and important to city operations – we do not plan to entertain any legislation dealing with sensitive neighborhood issues like re-zonings and the like. Those issues will be taken-up when appropriate.

**No Committee Meetings:** The next Council meeting will take place on April 15<sup>th</sup> at 7 PM. Council will not be scheduling committee meetings during this period and will be suspending council rules when necessary to make this happen.

**Remote Participation of Councilmembers, City Staff and our Citizens:** While the Council and City Hall doors are physically closed to the public, ***the Council Chambers are open to the public through electronic means.*** The public, City staff and councilpersons are afforded the opportunity to participate remotely. Councilpersons and city staff participating in chambers will follow CDC guidelines – six-foot separation, separate microphones and wearing masks. These efforts are geared towards minimizing the number of people in the room at the same time to protect against community spread of the virus. Also, to protect against community spread, members of the public are invited to participate in public comment and courtesy of the floor through electronic means. We will be making every effort to create as many opportunities for residents to comment on legislation and bring issues to Courtesy of the Floor.

**Encouraging Written Public Comments and Courtesy of the Floor Statements:** Public comments will be accepted in writing through an email to the City Clerk at [Michael.Hanlon@Allentownpa.gov](mailto:Michael.Hanlon@Allentownpa.gov) or sending an email to [Public.Comment@Allentownpa.gov](mailto:Public.Comment@Allentownpa.gov). Emailed public comment must be submitted by 5:00 pm on the day of the meeting to make it available and distribute it. The comments received will be read into the record by the Council President. The email must follow the regular format of council meetings – include

your name and address on the email. A Courtesy of the Floor section will be created for items not on the agenda. Please forward these requests to the City Clerk's email address above.

**Live Comments During the Meeting: Email** - Council will be taking live comments during the meeting following the regular protocols using email. Email can be sent to the City Clerk at [Michael.Hanlon@Allentownpa.gov](mailto:Michael.Hanlon@Allentownpa.gov) or to [Public.Comment@Allentownpa.gov](mailto:Public.Comment@Allentownpa.gov). A reminder that comments must be directed to legislation under review except for Courtesy of the Floor.

The meeting is livestreamed and can be found at the city website: <https://www.allentownpa.gov/> under Public Meetings or simply go directly to the link <https://allentownpa.legistar.com/Calendar.aspx>. Make sure the drop-down menu references City Council and is on the current month. The complete agenda and legislation are found there. When the meeting starts, it will say Meeting in Progress on the right-hand side. Click that and you will join the meeting. The livestream works best with up to date browsers. After the meeting is over, the video will be uploaded into the file. Should you have any questions on this, call the City Council Office at 610-437-7556.

**Record of Meeting:** The video and minutes of the meeting will be posted on the City website as soon as possible after the meeting for review.

The City will also make audio participation available through a Teams Meeting. Those instructions will be found on the city website. The livestream through the public meeting site will be a video.

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City Council and the Administration will make every effort to get out as much information as possible. While the legislation is found on the website, a narrative follows below for each item to be considered.

Courtesy of the Floor Comments:

None Received as of this date

There will be a request to suspend the rules. Council had initially planned committee meetings prior to the council meeting this evening – committee meetings for the time being will be postponed. The following two bills will need to be pulled from committee.

## Bill 21 Revenue Note and Refunding

Bill 21 refinances previous debt from a 2016 note and assumes additional debt. Like refinancing our mortgage, if the rates go down and you can reduce costs, so it is with the refinancing. There is \$4.1 million in new funding. The money will be used to comply with an Administrative Order to deal with overflows and leakages in the system. The debt will be borne by the City sewer rate payers and the signatories, those municipalities that use the system. The revenue note will fund \$4.1 million in AO project remediation costs over the next 3 years. The debt will be borne by the City sewer Rate Payers and the Signatories. The revenue note will also refinance the previous 2016 series Administrative Order note.

### 1) What are the savings as a result of the refinancing?

Refinancing the 2016 note will save the ratepayers about \$175,000 over the life of the loan. The 2016 Note had a variable rate up to 5%. Refinancing has fixed the rate to 3.326%.

### 2) What are the different rates?

It is a single, fixed rate of 3.326%.

**3) How long is the note for?**

14 years.

**4) How much is the cost of issuance?**

Approximately \$92,500

**5) What is the current state of the Administrative Order?**

Background:

In 2007, the Environmental Protection Agency (EPA) issued an Administrative Order (AO) to the City of Allentown (City) to eliminate use of the Kline's Island Wastewater Treatment Plant's (KIWWTP's) emergency outfall 003, which EPA considered to be a sanitary sewer overflow (SSO) because it is physically located upstream of the KIWWTP's headworks' facilities.

In 2009, the EPA issued an AO to the City and its Signatories which convey flows directly or indirectly to the KIWWTP to address collection system SSOs. Under the 2009 AO, the City and the Signatories were to eliminate the SSOs and demonstrate continual progress toward this end goal.

Progress related to these actions have been regularly reported to both agencies since 2010, both in written annual/semi-annual progress reports and in regular meetings. The City and Signatories have offered several independent strategies and plans to EPA and the Pennsylvania Department of Environmental Protection (PaDEP), several of which were received positively by the regulators.

In 2018, consistent with the 2009 AO's requirement for cooperative management of flows, EPA requested a Regional Flow Management Strategy (RFMS) to be developed in collaboration among the Signatories that guides the development and implementation of each Signatory's individual sewer Inflow and infiltration (I/I) reduction plan.

The RFMS met EPA's requirements, "Based on the regional flow management strategy and information provided in the semi-annual reports and meetings, EPA hereby finds that all of the Respondents to the Administrative Orders CWA-03-2009-0313DN and CWA-03-2007-0332DN have completed the requirements." (EPA letter dated 3/19/2019.) The PaDEP has assumed regulatory oversight of the RFMS.

**6) What are we now required to do?**

In order to completely disengage from the AOs, the City will complete the projects as listed in the RFMS:

**Source Reduction Projects-** The City is implementing I&I source reduction measures this summer that were identified previously within areas of the City's collection system. Currently the source reduction projects are on a 5-year plan which we may combine into a shorter term. These projects primarily involve the lining of sewer pipe to remove infiltration of ground water. Also included is heavy or specialty cleaning grouting, lining point repair, excavated point repair, lining entire pipe segment, and complete pipe replacement. The estimated cost is \$3M.

**Flow Characterization Study (FCS)-** The FCS will be conducted in 2021 and includes flow metering and rainfall monitoring data collection in all municipalities' sewer systems. Approximately 120 flow meters will be installed throughout the regional collection system. These flow meters will be a combination of both

temporary (via a flow metering contract) and existing signatory sewer billing meters (owned by the municipalities).

The data collected will be used for both system characterization and future modeling purposes. The basic use of the FCS will be used to define base flows and rain-derived inflow and infiltration impacts. Also, the data collected from the FCS will be utilized to develop and calibrate the Kline's Island Sewer System (KISS) model. The model which includes anticipated growth and development is used to evaluate the impacts of dry and wet weather flow within the various primary conveyance components.

A system alternatives study, as part of Act 537 planning will be conducted from the model's findings. Study will provide alternative projects to be evaluated for anticipated improvements required regarding the collection system and KIWWTP.

**Act 537 Planning:** Municipalities are required to develop and implement comprehensive official plans that provide for the resolution of existing sewage disposal problems, for the future sewage disposal needs of new land development.

## **7) What has the City done since 2008?**

In working toward fulfilling the requirements of the AOs, over the last decade the City has undertaken and completed the following activities related to identifying and eliminating sources of infiltration and inflow:

**ADS Environmental Services (ADS)-** was retained in 2008 to perform a City-wide flow metering program to gain an understanding of the locations and magnitude of Infiltration and Inflow (I/I) entering the sewer collection system. The Flow Monitoring program conducted by ADS Environmental Services resulted in 90 days of flow data at 169 locations. The monitoring period began on 31 July and ended 31 October 2008.

In 2009, ADS performed targeted flow monitoring on 10 of the original basins from the 2008 study to help locate I&I sources and magnitude in smaller geographic areas. The targeted metering was conducted with 18 ADS flow meters, deployed between April and June of 2009.

**Development of Hydraulic Model-** Using the data from the flow monitoring studies in 2008 and 2009, Whitman Requardt and Associates (WR&A) developed and calibrated a hydraulic model of the sewer collection system within the City. This model was the basis of the System Assessment and Phase 1 Corrective Action Plan, developed in 2013, which outlined alternatives for reduction and elimination of SSOs. One of the improvements identified in the Phase 1 Corrective Action Plan was the removal of I&I entering the sewer collection system. Included in the Phase 1 Corrective Action Plan was an I&I removal analysis pin pointing areas where the greatest I&I is present within the City and where removal of excess flows would be most beneficial to reducing and eliminated SSOs.

Based on the flow monitoring and Phase 1 Corrective Action Plan recommendations, the top twenty basins with approximately 8 percent of the total linear footage of sewers within the City, were identified for having the highest potential impact on SSOs due to excessive I&I. The modeling results from WR&A indicated that flows from these twenty basins have an above-average impact on SSOs system-wide.

**Sewer System Evaluation Survey (SSES)-** In 2014, the Lehigh County Authority (LCA) contracted with Video Pipe Services, Inc. to perform a SSES, consisting of CCTV investigations of the twenty basins in the City identified previously as having the highest potential impacts on SSOs. The investigations included CCTV of the pipe segments in the basins, as well as manhole inspections. A ranking system based on the

National Association of Sewer Service Companies (NASSCO) standards was used to quickly determine which pipe segments were in most need of rehabilitation.

**Repairs and Maintenance-** During the CCTV inspections by Video Pipe Services, Inc., LCA and the City proactively addressed severe defects when they were encountered in the field. As a result, some defects were repaired shortly after completing the CCTV investigations. In addition to point repairs, heavy cleaning was performed for some pipelines. Smoke testing was also performed in selected locations.

Over the past decade, the City has also undertaken additional sewer inspection and rehabilitation work throughout the collection system. The sewer inspection and rehabilitation work has consisted of the following activities:

- Detailed inspections of approximately 1,800 Manholes
- Installation of manhole inserts in all 7,199 City-owned manholes
- Repairs to and lining of over 400 manholes
- CCTV Inspections of over 400,000 linear feet of Sanitary Sewers
- A total of 194 Sewer repairs by excavation and trenchless methods
- CCTV Inspection of storm sewers – no cross connections have been found
- Building and Downspout Inspections and removal of illegal connections
- Ongoing trestle and bridge clearing and root control.

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**Bill 18 Amending the 2020 General Fund, the 2020 Risk Fund, the 2020 Liquid Fuels Fund, the 2020 Equipment Fund, the 2020 Trexler Fund, and the 2020 Stormwater Fund by appropriating funds from the un-appropriated balances for the rollover of encumbrances for the prior year commitments.**

From Finance: This legislation is somewhat of a housekeeping measure. It rolls over funds from 2019 into 2020. Until those funds are rolled over, there are not enough 2020 funds to cover payments of invoices. Currently there are past due invoices, invoices waiting to be paid, accounts in the negative, etc. Once the 2019 funds are rolled into 2020, the negative accounts will be corrected and there will be funding available to pay outstanding invoices. We can temporarily allow the account to go in the negative in order to push some payments through, however when we take off that flag to allow accounts to go in the negative, multiple payments can go through and push the account too far in the negative, so for control reasons, we don't like to do that.

## **R42**

**Authorization for change order with Fourth Economy Consulting, Inc. in the amount of \$35,020 - an initial contract was approved in July of 2018 for \$176,116 to assist preparing of Vision 2030 - the increase would be a result of changing the scope of work to include a Housing Analysis identifying current and future housing needs. The study would be conducted in September 2020. The current contract expires December 31, 2020, this would extend the contract to March 31, 2021 – if the change of contract is over 10% it must be approved again.**

Council approved a contract with Fourth Economy Consulting in July of 2018 for \$176,119 to assist the City in preparing Vision 2020. The contract was competitively bid and there were multiple bidders. The Housing Analysis was not part of the original Vision 2030.

The Administration noted: A comprehensive Housing Needs Assessment typically involves compilation and evaluation of specific demographic data, economic characteristics and trends, current housing inventory and characteristics, government policies and incentives, and the adequacy and availability of selected community services, as well as collecting the input of area stakeholders and residents. The assessment concludes with quantifying the number of housing units needed in the market by tenure (rentals vs. for-sale), price point, bedroom type and market segment (e.g. families, seniors, disabled, young professionals, etc.). The assessment also typically provides recommendations on how to achieve certain housing goals and will provide recommendations on potential housing policy initiatives that would benefit the local housing market. In instances where a community has available land that could be used to develop new housing or the adaptive reuse of existing structures, site-specific analysis can also be included as part of an overall Housing Needs Assessment. Since Evolve was part of the Vision 2030, utilizing them to conduct the analysis saves us time and money to have them to do the analysis as part of the comp plan.

#### **R43 Appointment of 8 Police Officers**

Appointment of 8 Police Officers at a base salary of \$60,807 per annum.

In response to a question about the diversity the Chief noted: One of the 7 is Hispanic / bi-lingual. He is from Allentown. Several of the other hires have Allentown connections. We have two more candidates about to be hired including one, which is signed off on by myself and the Mayor, who are both Hispanic and bilingual. At least one of these is a graduate of Allen High School.

Hopefully everyone saw the recruiting story in English and Spanish on 69 News. We are currently closing out the old hiring list. The new hiring list, which we are recruiting for now, won't be in place until May and June of this year. We have been close to 15 – 20 Officers down this year and have put a lot of effort into recruiting and hiring.

The Administration provided the following regarding a question trying to capture the total cost of police officers:

1. Health Insurance: The current year health insurance costs per police officer is \$25,705. FOP contribution is none if they meet certain requirements, like physical test.
2. Pension: FOP pension per active officer as per 2020 projection is \$38,491.62
3. Salary Increase: Reviewing the data for the years 2016 – 2020, the contractual increase has been 3% annually.

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#### **R44 Resolution requested by the Pennsylvania Municipal League of its members to recommend state action to deal with the pandemic – no big deal here – some contours:**

The resolution urges the PA General Assembly and Administration to enact a local stabilization fund; provide substantial emergency appropriations to local governments that will help local governments protect residents and small businesses; refrain from any addition or expansion of mandates on local government

without commensurate 100% funding. And to implement additional laws, policies and programs that will provide local government assistance, stimulate the economy and provide relief to residents and businesses, including but not limited to:

- funding to shore up local government employee pensions;
- support for critical infrastructure services that are essential to economic recovery;
- a mix of grants and loans for local economic and community development assistance, including a streamlined distribution process;
- ensuring the Pennsylvania Emergency Management Agency has enough resources to provide long-term technical, financial and procurement assistance to local governments to manage response and recovery efforts;
- support for local law enforcement, fire, and emergency medical services;
- clarity and/or relief from mandates, Sunshine Law requirements, and other permitting and approvals laws and processes hindered by COVID-19 emergency declarations and social distancing directives.

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Bill 22 and R45 are for introduction – setting up accounts for Federal Funds and approves the consolidated plan. This legislation is for introduction only. Bill 22 provides the City with a step needed to allow the City to apply for and then access \$3,479,139 in grant funds for the January 1, 2020 to December 31, 2020 program year. All activities funded comply with the CDBG, HOME and ESG regulations as promulgated by **HUD** and allow the City to further its Community and Economic Development Initiatives. This bill provides the second step in the process which forms the basis to complete the strategies of the second year of the City of Allentown's Consolidated Plan for the period January 1, 2020 to December 31, 2025.

R45 authorizes the City to submit the Five Year Consolidated Plan to HUD. The Five Year Consolidated Plan estimates the housing needs of the City's extremely low-, low-, moderate-, and middle income households, assesses the availability of resources for addressing these needs, develops a five (5) year strategic plan.