



# Allentown

435 Hamilton Street  
Allentown, Pa. 18101

## Minutes - Final

### City Council

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Wednesday, November 20, 2019

5:30 PM

Council Chambers

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#### Special Meeting - Contracts and Public Works Review

#### Roll Call

**Present:** 5 - Roger MacLean, Courtney Robinson, Cynthia Mota, Daryl Hendricks, and Ed Zucal

**Excused:** 2 - Candida Affa, and Julio Guridy

#### RESOLUTIONS FOR FINAL PASSAGE (To be Voted On):

[15-3276](#)

R104

Authorization for Contract with Faces International Marketing and Development, LLC, in the amount of \$68,895 to market the Census 2020 Program and provide services at the Census Hub, competitively bid, only bid.

**Attachments:** [R104 Faces C25-000090 - RFP No. 2019-36](#)  
[Resolution #29891](#)

Mr. Roger MacLean stated that this is different from the contracts that they talked about a couple of weeks ago where there were 10 bidders.

Ms. Jessica Baraket stated yes. This was done as RFP 2019 - 36. It was advertised on Public Purchase and accessed by 10 vendors with one response being received. The evaluation group consisted of three members conducted technical and cost evaluations on the sole proposal received. Evaluation factors were firm experience, work/plan approach and cost. The committee is recommending awards to Faces International.

Mr. Roger MacLean asked if there were any questions from Council.

Mr. Courtney Robinson asked how many staff it is going to hire and for how long.

Mr. Leonard Lightner stated four staff and for the duration of the Census. Starting as soon as the Contract goes through by the end of November or early December through May.

Mr. Courtney Robinson asked if Faces is going to make determination by

staff or with city input as well.

Mr. Leonard Lightner stated that the city is doing it in collaboration with Lehigh Valley Community Foundation along with the complete count committee. Since Faces is going to do it in conjunction with those two organizations.

Mr. Daryl Hendricks made a comment that this group was hired by the city with the Chance Feeding Program and they did an exceptional job. He stated that he was pleased with their productivity. They are very effective in reaching out to the community.

Ms. Cynthia Mota stated that they are local, young and know the market and knows how to get people to meetings. They have skin in the game. They live here in the city. They do a great job and have proven themselves.

Mr. Roger MacLean asked if there were any comments from the public on R104.

**Yes:** 5 - Roger MacLean, Courtney Robinson, Cynthia Mota, Daryl Hendricks, and Ed Zucal

**Absent:** 2 - Candida Affa, and Julio Guridy

Enactment No: 29891

[15-3277](#)

R105

Authorization for change order with PENMAR SERVICES, INC. for \$181,000 for the demolition and remediation of the ten fire damaged properties located at N. Fountain Street, the initial contract was for 237,000.

**Attachments:** [R105 Penmar Services](#)

Ms. Jessica Baraket stated that the number didn't change. It was an accounting change from where it was coming from, but the amount is \$181,000.

Mr. Roger MacLean stated that Mr. Lightner touched on it the other night. He asked if there were any questions from Council.

Ms. Cynthia Mota asked how long did they take. She stated that there were 10 homes. They worked pretty fast.

Mr. Bill Harvey stated that it was about a week in a half that they had the site cleared and seeded. The fencing is all down.

Ms. Jessica Baraket stated that the increase is not just for this job. It is for any remaining jobs that may come up until the contract expires which is in

August. It is an unknown contract. It increases that amount in case there are additional properties that has to be demolished now until the contract expires on August 23rd.

Mr. Roger MacLean asked about the cost that it cost to tear down those 10 houses.

Mr. Bill Harvey stated that they are pretty close to \$168,000 for everything. They are waiting for one invoices to come back due to lead waterline issue that has to be resolved.

Mr. Roger MacLean asked if the city spent the \$237,000 that was already approved for that.

Ms. Jessica Baraket stated that this contract goes back. Originally, the first year of the contract goes for \$78,000. They had to do an increase of the contract for the fire that occurred on Franklin Street and there were additional properties. They had to increase that contract once before. We don't know when we say it's going to be for \$70,000 what is going to be included in that. We have no idea the property, the size of the property, how many properties will be demolished. It was increased once before and Year 2 of the contract is in there a well.

Mr. Jeff Glazier stated that it is a multi-year.

Mr. Roger MacLean stated that he always had problems with increases. He asked if there were any other comments from Council.

Mr. Leonard Lightner stated that it is tough to do that on demolitions unless the city contracts and the city says \$300,000 out of \$400,000 of a contract for a year. They just don't know what's going to happen. Whether it is a fire or a sinkhole. In some years, the city can go a whole year without demos and then it could be like last year where we had multiple fires.

Mr. Roger MacLean stated that he understands, but has a problem with it just like the Stormwater fee.

Ms. Cynthia Mota stated that there was another one on Sunday.

Mr. Daryl Hendricks stated for the most part, most of it will be reimbursed.

Mr. Leonard Lightner stated yes.

Mr. Roger MacLean asked if there were any comments from Council or the public.

**Yes:** 5 - Roger MacLean, Courtney Robinson, Cynthia Mota, Daryl Hendricks, and Ed Zucal

**Absent:** 2 - Candida Affa, and Julio Guridy

Enactment No: 29892

[15-3278](#)

R106

Authorization for Contract with TD Bank for an automated accounts payable solution, competitively bid, 2 bids – revenue generating.

**Attachments:** [R106 TD](#)

[Resolution #29893](#)

Ms. Jessica Baraket stated that this was done as RFP 2019 - 30. It was advertised on Public Purchase and accessed by 15 vendors with two responses received. A three person evaluation committee conducted technical, and cost evaluations and conducted oral interviews with both respondents. The committee scored the proposals based on qualifications, scope of services implementation and revenue generation. The committee is recommending an award to TD and TD currently provides banking services to the city.

Mr. Roger MacLean asked if there were any comments from Council.

Mr. Courtney Robinson asked Mr. Hartzell in the contract how is the liability broken down just in case there is any data breach involved with this. Is there something where it will be joined responsibility, TD will be responsible, and the city will be responsible.

Ms. Jessica Baraket stated that the security responsibility will lie with TD for the protection of that information. It alleviates that when the city processes it through checks.

Mr. Roger MacLean asked Mr. Hartzell if he wanted to add anything.

Mr. Brent Hartzell stated not really. It doesn't change any of the internal process for approval on the invoices. It will enable electronic payments to vastly more vendors and speed up that process.

Mr. Roger MacLean asked if there were any questions from the public.

**Yes:** 5 - Roger MacLean, Courtney Robinson, Cynthia Mota, Daryl Hendricks, and Ed Zucal

**Absent:** 2 - Candida Affa, and Julio Guridy

Enactment No: 29893

[15-3288](#)

Public Works

Attachments: [2020 DPW Budget Presentation Council](#)

## **Budget Review: Public Works, Solid Waste, Liquid Fuels, Stormwater, Administrative Order Fund - Equipment and Capital Projects**

Mr. Ed Zucal stated that the administration will give their portion of it. He will ask questions, the members of the committee and the public.

Mr. Craig Messinger went over the high level parts of the budget. It is a lean budget and mirrors last year's budget. They came in on or below budget. The services have been completed and the budget that was put in place in 2019, they have done a great job. It is \$450,000 more than what it was from the previous year. It is more for paving for one road especially, and the salary increases that is there. You are looking at General Fund, Liquid Fuels, Solid Waste and Stormwater. The total budget is \$38,821,407. It is the largest department. There is 175 total employees last year and requesting 180 this year. He talked about Office of Compliance day to day is important with the Lease Concession. The Administrative Order went away. There are some projects that need to be completed. Working with DEP is a Regional Flow Management System. The AO might go away, but there is always work that they need to do for the city's system. They continue to work with the Compliance Review Board. They are working with IT and improve on services and be transparent. The Engineering Department, some nice projects up for construction. The infiltration water stormwater basin at 6th and Sumner Avenue. All the piping, inlets, and all the special ground and stone. They are compiling and shortly you will see barriers. It is for water quality. It will be a challenge. Construct Gordon Street Streetscape Lighting Project from 5th to 7th Street. It was designed and put out for bid, but unfortunately, the prices came in a little high. They will put it out for bid in the wintertime and hoping for better pricing. The American Parkway Lighting Grants along that roadway is currently in design. They are looking for construction in late spring, early summer. They are working with Projects with the NIZ for Hamilton Street. The design with the streetscaping along Hamilton from 5th and Church. The design will be taking place this year. Hopefully, the construction will be in 2021. The Gordon Street Bridge final design is complete and the project is out for bid. Construction will start sometime in the summer of 2020. All of the development going on and they will continue to work with CEDC with the subdivisions and land developments. Building Maintenance has had a lot of work. We have a new superintendent in that department. There is a lot more work being done and it is being done in-house. With the H-Vac system, Building Maintenance might have to get a crane. They are looking at being environmental friendly with LED light upgrades a tech services. They are doing outside City Hall and will be inside City Hall. They will replace the fluorescent light bulbs into LEDs. In the budget is a key inventory software program. Improving maintenance

with maintenance and Lucity Work Order System that is utilized. They are looking to renovating the Health Bureau with wallpaper removal, repainting and cove-base. They are trying to do the work in-house. Street Liquid Fuels and Fleet Maintenance is to continue to work with utility companies for cost-sharing. They are going to be working with UGI. They are able to work with UGI and will be completing an 11.6 mile program that they are going to be installing pavement. They are will to give the funding for it for \$2.65 million. It will be all of the materials to pave the street and 2/3 of the cost of the handicapped money. If it goes well, it is a lot of infrastructure that we can replace without using a dime for tax money and grant money to come in. There is a line item in the 54 account for streets, \$250,000 for the paving of Martin Luther King from S. 10th Street to Union. They take Liquid Fuels very seriously. They are looking at \$3.2 million at receiving. Cassie looks at the report and gets it down to the penny. They have a new jet-vac to be put in the Fleet. They had to do it at 6th and Sumner work. They have to hand dig. They can hydro-excavate. Traffic Planning and Street Lighting - the grant and construction will start in the spring to include the 21 intersections. The new construction of a new signalized intersection at Lehigh and Union. It will be safer for traffic flow and schools. The LED conversion - there is a lot of bright light and then it stops. Phase I is done. Phase II will be spring and early summer. There is always a lot of planning. There will be lots of construction. Technical Services - contract for the police cameras throughout the city. It was a \$300,000 contract. They have two new employees. The bucket truck is on its way. Next year, they will work on the cameras that past their useful life. They will be changing out the radios that were purchased in 2009 for Public Safety. They performed the preventative maintenance on them. They brought back the installs for the Police cars and Fire trucks. They continue to change out and update all the police and fire MDTs. They will see what is going on at the Emergency Operations Center. They have been working on Education. They have been promoting school recycling and it is at the school district. They came up with a good way to try to get the kids to understand and get buy-in. They have kids with the Eco-Squad. He stated that they need to educate in the schools. They have the new Retriever Program. It is not a city operated plan. He stated that the more they recycle it stays out of the waste-stream. Stormwater Department - new employees in there. They have a new TV truck to continue and improve upon the inspection of the stormwater lines. As they TV more, there are more problems. They will begin work on the stream impairment. It will be a lot of testing of the waters and streams. The city will continue to partner with nonprofits and other private property owners. There are three property owners that are looking for funding to complete stormwater projects. They have funding put aside each year for those activities to improve on the city's permit for stormwater quality. They have three projects that they are working on. One is with Louis Ramos Elementary School, the other is Muhlenberg College, and St. Timothy's

Church. He provided the Thanksgiving Schedule for Recycling and Garbage.

Mr. Ed Zucal thanked Mr. Messinger for a well prepared presentation. He stated that his job is probably easier than normal people because of the crew behind him. Whenever he sees them they are working diligently. He referred to Page 32 in the Detail Book and asked about Account 46 and the \$60,000 drop. On Page 33, refunds. On page 36, Account 46 and the \$40,000 difference from last year. He asked if Account 50, Lien filing fees and curb and sidewalk was a result from people paying the citations. On Page 37, Engineering and Account 72 - Equipment, Total Stations. We have one in the city. Is this an updated one that will save manpower. On Page 45, under Account 46 Contract Services for a \$40,000 increase. Is that for excess rollover.

Mr. Craig Messinger stated that is for rollovers from previous years. If people meet an income threshold, they get a reduction in their bill. That's from a rollover survey contract. The number is lower from the previous years. They worked with the Finance Department and Legal Department and looked at the excess bills that were out there. There are people trying to pay off some of the bills. The city's money would have been in jeopardy if they did not file the liens. They have current equipment that is 10 years past what is up to date for equipment. It is taking equipment that surveyors use and updating it to today's standards. You don't need the second person. On Page 44, under Budget 42 - Repairs and Maintenance items 11, 12, 13, and 14 sprinkler inspections and why it is not under the Fire Department's budget. He stated that the sprinklers have always historically been under the budget. It has to do with the maintenance of the building. They feel it should stay where it is at. He stated yes.

Mr. Daryl Hendricks asked asked about Page 35 in the Detail Book. He asked about the Arborist. He asked about printing and development. He asked about under Repairs and Maintenance and the \$250,000. On Page 59 - Insurance, total \$154,000, he asked Mr. Hartzel is that six employees.

Mr Craig Messinger stated that the Arborist is still under Public Works.

Ms. Casandra Magliane stated that the Notary is every four years. The card agent would like you to do your PennDot course every two years. She stated that you will see an initial certification because they had a supervisor come over to streets. Two are on the same schedule and one is separate. They will have a third one on a rotation.

Mr. Craig Messinger stated that there are two summer laborers. That is actual costs. When it was generated last year, it wasn't the correct amount

per employee. It was supposed to be 80 percent of it. He stated that the \$250,000 is earmarked for Martin Luther King repaving. that is the total budget number. There is an employee is on light duty which he was paid out of Liquid Fuels. This employee had to be put over to the Streets Fund because it is paid out of the General Fund.

Ms. Casandra Magliane stated that it is the whole total budget for Streets inclusive of any contractual raises, the three percent. That is the total from pages 48 to 52.

Mr. Brent Hartzell stated that is correct.

Mr. Courtney Robinson thanked Mr. Messinger and his staff for the work he has done with UGI throughout the years. He stated that he knows that Mr. Messinger has spent a considerable amount of time working for the best solution for UGI in the city. It reaped great benefits. On Page 203, Sweep Fund - Detail Book, line 72 Equipment Fund. He asked about the surveillance cameras that you are looking to purchase and what you will utilize it for.

Mr. Craig Messinger stated that they will be portable for issues where there is dumping. They are trying out cameras. A LED light and a camera to make them mobile and light up the area. Unfortunately, the dumping goes in areas that are dark in late at night. They are working with a company with the LEDs.

Mr. Courtney Robinson congratulated the Sweep Program. There is a small number of employees with a lot to do. From the A&E from the Revenue generated and your budget for next year, 50 percent of the program is paying for itself through the violation tickets.

Mr. Craig Messinger stated at minimum 50.

Mr. Courtney Robinson thanked Mr. Messinger, Ms. Saurman and her staff. He asked about the Administrative Order Fund. Page 181 in the Detail Book and the Debt Principal. It is going from \$125,000 which was budgeted to \$420,000.

Mr. Craig Messinger stated that everyone knew Tom. Bryan Bilheimer is the guy now. There were big shoes to fill.

Mr. Brent Hartzell stated that this is tied to the \$2.5 million debt and another that will be coming. It will be \$5 or \$6 million in 2020. None of that money involves city taxpayer dollars. It is partially due to more debt coming due on the earlier loans. They will be taking on that new debt.

Mr. Courtney Robinson stated that it seems be the same amount of money and the same idea for at least the last two to three years that the remaining automatic meter reading. What is the status on that Project?

Mr. Craig Messinger stated that this will close it out.

Mr. Courtney Robinson asked how many property that it will require for that \$50,000.

Ms. Jennifer McKenna stated 80. There is also a repository.

Ms. Cynthia Mota thanked Mr. Messinger for what he find for the victims of the fire at Fountain Street. It was amazing how you and your staff helped them out. She stated that he helped the victims tremendously and thanked him. It was a lot of back and forth transporting things. It was essential for them. They lost every thing.

Mr. Craig Messinger stated that they are glad they could assist. They will always be there to assist in times like that.

Mr. Ed Zucal thanked Ms. Mota and asked if there were any other comments from Council or the public.

Mr. Jeff Glazier stated that he looked at IT and cell phones are being paid in a very different way and were split up from technical services and IT. Why the split was done and if it is better? He asked about going forward in using phones as hot spots for data. Would the rationale continue to hold up? The charge in 22 is mostly data cards. He asked Mr. Messinger if he was satisfied on the way the total invoice was split between technical services and IT.

Mr. Craig Messinger stated that when it gets to the phone, IT is in charge with the phones. They thought it would be best to manage with the phone for security and everything to be all included. Whether it is the VOIP there, or going over your computer or the VOIP to your phone. For security reasons and for updates and everything this is necessary. When it comes to the CAD and for all the services they looking at the data for EMS, Police and Fire. Communications is under his department it was best fit to leave that part of it there. When it came again to security for the phones and the VOIP system seems better fit by the administration to be there. The cell service now actually is no need for stand along devices. The phones themselves for \$10 instead of \$29 can be used as a hot spot. It is mostly for the data card for the police cars, the fire trucks and EMS. He stated that he is fine with the split.

Mr. Ed Zucal stated that they will go to Solid Waste. He asked about Account 46, Pages 10 and 11. He asked if they were bid out. In Account 50, the lien filing for delinquent trash bills, is it in-house.

Mr. Craig Messinger stated that it is liens filed in-house.

Mr. Ed Zucal asked if there were any other comments from the committee or the public.

Mr. Ed Zucal moved to Liquid Fuels. He asked about Page 173, Account 06, item #1 overtime standby call. How did you come up with that figure?

Ms. Casandra Magliane stated that it is a flat rate they use per unit employee and supervisory employee. They multiply that by the number of employees.

Mr. Craig Messinger stated that when you are looking at Department wide, we have a certain overtime amount that we utilize for employees and supervisory. This way it is uniform throughout the department.

Mr. Ed Zucal stated that it is an estimated number.

Mr. Jeff Glazier stated that he did not have the time to get in depth in the department. It takes a lot of work to do what he does. They do the budget this year and next year in a very compressed schedule. He hopes next year, they will be able to utilize the time a little bit better. He will have questions next week and will see that Council is copied on those.

Mr. Ed Zucal asked if there were any comments from the public. He moved to Stormwater. He asked about Page 213, Account 46 - Contract Services down this year. He asked about page 214, Account 54 with a \$45,000 increase.

Mr. Craig Messinger stated that was a rollover. That was for the Wood Contract. That is for the last few items that are listed 10, 11, and 12. They are looking at different ways to filtering prior to the outfall and going into the streams. They are looking at different avenues and different filters. He and Mr. Robinson looked at different capturing devices.

Mr. Ed Zucal asked about Page 216, Item #8 - Regenerative air Sweeper. What is that? He asked about the \$260,000 and if it was a bid.

Mr. Craig Messinger stated that is the majority of the sweepers are broom sweeper. This is brushing the street and flipping them up and getting the

garbage for the larger pieces. We need to be picking up the sediments. It is more of a vacuum. It can get the fine materials. That will be part of a Co-Stars or State Contract. They are looking at it now to see which one they are going to be getting.

Mr. Ed Zucal asked if there were any questions from the committee members.

Mr. Daryl Hendricks stated that was similar to one of the questions he had. The total amount under 7.25 percent Equipment, Page 216.

Mr. Craig Messinger stated that if you take a look at line item 30, Page 12 you are going to see the difference made up there. Our payment of the equipment that they received seven years ago payment of seven was paid last year. If you are going to see the difference going from \$352,000 down to \$60,000. Account 30, lease payments are completed. Now, they have the available funding for the purchase of new equipment that will go to 72.

Mr. Daryl Hendricks stated that he sees the air sweeper at \$260,000. The initial payment will be \$100,000 bill.

Mr. Craig Messinger stated that will be a \$100,000 bill for five years. That will be purchased off of the Co-Stars Contract.

Mr. Courtney Robinson stated that the Vactor is the piece of equipment that will be doing the hydro-excavating. We can potentially utilize it when other entities LCA and UGI or anyone else might need to identify something that allows us to work with them as well.

Mr. Craig Messinger stated that Public Works will be able to bill them for it too.

Mr. Ed Zucal asked if there were any comments from the public.

Mr. Ed Zucal moved to the Administrative Order Fund. He stated that he has no questions. Any questions from the committee?

Mr. Daryl Hendricks asked about Page 181 and the large increase in the debt principal.

Mr. Brent Hartzell stated that he talked about it with Mr. Robinson. Whether it is the 2016 debt which it probably is. There is a \$2.5 million debt that accumulates over time. Now, we are drawing down a lot more principal. It comes from both signatories and ratepayers in LCA to cover the administrative requirements and the EPA. This \$2.5 million debt issue was

done in 2016 and now we are gradually paying it down with monies that are not city monies. The city just services the conduit issuer for them.

Mr. Ed Zucal asked if there were any questions from the public. He moved to the Equipment.

Mr. Ed Zucal asked about Page 193, 1 - 5 in Account 72. Are we buying them or leasing them. On Page 193, number 16, under Account 72 the van with the bucket lift. He asked is that the one Mr. Messinger stated that it was on its way. He asked if it will be bid.

Mr. Craig Messinger stated buying them. He stated no. They have multiple units. This is replacing another unit. Most likely it will be under Co-Stars or State Contract.

Mr. Ed Zucal asked if there were questions from committee members, Mr. Glazier or the public.

**ADJOURNED: 6:32 PM**