

**MINUTES OF
EASTON SUBURBAN WATER AUTHORITY
NORTHAMPTON COUNTY, PENNSYLVANIA**

**Easton, PA
Monday
August 8, 2011
3:00 PM**

The members of the Board of the Easton Suburban Water Authority met in stated session at the above hour at the Authority office building, 3700 Hartley Avenue, Easton, PA, for the transaction of general business.

ROLL CALL

Present: Wayne Barefoot
Robert J. Bergren
Charles W. Churchman
R. Kirkwood Colton
Donald W. Lockard
Michael G. Moorehead
Margaret H. Poswistilo
Theodore J. Veresink
Timothy A. Cain (Chairman)

Absent: None

Guest: Bob Walker

Also in attendance were Roy A. White, Executive Director; Craig Swinsburg, Assistant Executive Director; Stephanie Kinsell, Business Manager, Erin Rapp, Customer Relations Manager; Tim Ryan, IT Manager; Thomas Walters, Solicitor, Lewis & Walters; Rachel Govelovich, Gannett Fleming Inc.; Ed Sieger, Express-Times Newspaper; Hillary C. Weiss, Recording Secretary

COURTESY OF THE FLOOR

There was no comment from the floor at this time.

ACTION ON MINUTES

Page 4310, under Report of Solicitor, "The Board was advised that the original Partial Release, Discharge and Termination of Right Of Way in favor of Penn DOT on the St.Luke's project was submitted to PennDOT and rejected. The parties have revised the document and the same will be submitted to the Chairman and Secretary for execution

upon conclusion of the meeting. No Board action is required as the Board previously approved the execution of a release, subject to review by the Authority Solicitor.

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the minutes of July 11, 2011 were approved as presented. No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Churchman, Colton, Lockard, Moorehead, Poswistilo, Veresink, Cain (Chairman) (9)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the July Board minutes for review prior to the Board Meeting. Updates were provided and reviewed.

REPORT OF MANAGER

The Management Summary was displayed on the overhead projector and reviewed.

- New Services - 2
 - 1 – ¾" Domestic 1009 Mitman Rd. (Forks Twp.)
 - 1 – ¾" Domestic 724 West Grant St. (City of Easton)
- Service Repair - 2
 - 1 – ¾" 1061 South 25th St. (Palmer Twp., repaired leaking copper service)
 - 1 – ¾" 334 Spring Garden St. (City of Easton, leaking copper service)
- Main Breaks - 1
 - 6" – Seitz St. & Williams St. (City of Easton, radial break)
- Main Installation – 3,766'
 - Hidden Oaks II, Phase V (Lower Nazareth Twp., Sterling Properties)
 - 1,437' of 8" on Graystone Drive
 - 41' of 6" for hydrant laterals
 - Georgetown Rd. Project (Lower Nazareth Twp., ESWA Project)
 - 1339' of 12" on Georgetown Road
 - 242' of 12" on Ash Drive
 - 47' of 8" on Dogwood Lane
 - 48' of 8" on Pine Drive
 - Liebermann Terrace Project (Palmer Twp., ESWA Project)
 - 486' of 12" on Liebermann Terrace
 - Mitman Rd. (Forks Twp., Main Extension to 1009 Mitman Rd., paid by property owner)

- 126' of 8" on Mitman Road
- New Hydrants - 2
 - Public
 - Hidden Oaks II, Phase V (Lower Nazareth Twp., Sterling Properties)
 - 4553 Graystone Drive
 - 4580 Graystone Drive
- Replaced Hydrants - 3
 - Georgetown Road Project
 - Ash Drive & Georgetown Road
 - 467 Georgetown Road
 - Dogwood Lane & Georgetown Road
- Removed Fire Hydrant - 1
 - Removed fire hydrant at Bushkill Street and 3rd Street in City of Easton, new hydrant installed on 24" water main.
- Curb Box Maintenance - 2
 - 2 – COE
- Water Treatment Plant:
 - Completion timeline and punch list items still ongoing with an unknown completion date. Items being addressed:
 - High and low service pumps
 - SCADA
 - Security
 - Recycle system
 - HVAC
- City of Easton Project:
 - Part A:
 - The contractor has completed the installation of the new 24" water main on 4th St. between Spring Garden St. and Ferry St.
 - The contractor has approximately 800 feet of 24" main and 600 feet of 16" main left to install.
 - The contractor began saw cutting the trenches in order to begin trench restoration work on August 4, 2011, starting at the intersection of Cattell St. and High St.
 - The contractor will proceed south on Cattell St., west on College Ave. and south on Third St. to the intersection with Spring Garden St. The trench restoration work should be completed by August 19, 2011.
 - The milling and overlaying of Cattell St., College Ave. and North Third St. will be performed once all trench restoration has been completed, all ESWA ADA ramps have been installed on Cattell

St. and all City of Easton ADA ramps and trench work has been completed on North 3rd St.

- Part B & C:
 - All water system work has been completed in Parts B and C.
 - All trench restoration work has been completed in Parts B & C.
 - The contractor is completing the concrete restoration (sidewalk) work on Butler St. and should be completed with the concrete restoration work on 9th Street by August 12, 2011.
 - The milling and overlaying of the streets will begin once the ADA ramps have been installed.
- Davis Street Pumping Station:
 - The General and Electrical Contractors are now working on installing the remaining internal components to the station.
 - The SCADA equipment will not be shipped until September, so start up of the pump station will not occur until early October.
- ADA Ramps:
 - Heim Construction began work on the ADA ramps on Cattell Street on Tuesday, August 2, 2011. They anticipate the work on Cattell Street taking approximately 3 weeks to completed, after which they will complete the work on the remaining PennDOT ramps and then complete the ramps on 4th Street.
 - F.A. Rohrbach began work on the ADA ramps on Wilkes Barre Street on July 25, 2011. They anticipate the work on Wilkes Barre Street taking approximately 3 weeks after which, they will begin their work on Berwick Street.
- Authority Projects:
 - Georgetown Road Water Main Improvements:
 - All water system work has been completed.
 - All trench restoration work has been completed.
 - Lieberman Terrace Water Main Improvements:
 - Water Main installation began in the middle of July and was completed on July 28, 2011.
 - The water main will be pressure tested, flushed and sampled during the week of August 1, 2011.
 - The service lateral reconnections will be made once the water main has passed all required tests.
 - Mitman Road Water Main Improvements:
 - The property owner at 1009 Mitman Rd. had ESWA personnel install an 8" water main extension at their expense in order to receive public water service.
 - The main extension was completed in early July and the service lateral and water meter has since been installed.
- Developer Projects:
 - Hidden Oaks II, Phase V (Lower Nazareth Township):

- The developer for the project installed the water main in the final phase, Phase V and will be having ESWA install ¾” domestic service laterals for the 16 lots within the phase.
 - The homes being constructed are single family units; therefore no fire protection service is required.
- Flushing:
 - The Knox Avenue North Flushing Program:
 - Completed on July 18, 2011. This includes the southwestern portion of Forks Township and the areas of Palmer Township north of Route 22.
 - The Knox Avenue Central Flushing Program:
 - Started on July 19, 2011 and completed on August 1, 2011. This includes the area of Palmer Township North of Route 22 and east of Greenwood Avenue.
 - The North High North Flushing Program:
 - Started on August 2, 2011 and should be completed in early September. This includes the northern portion of Forks Township.
 - July 2011 Flushing Totals: 5,358,326 gallons
 - Year to Date Totals (2011): 20,532,389 gallons
- Customer Service:
 - There were a total of 17 new meter installations, 18 reinstalled meter installations, 25 meter changes, and 116 MTU installations for the month of July.
 - Turn Off for Repairs – 10 Total
 - Turn Off & Removal for Final – 11 Total
 - Turn Off & Removal (Seasonal) – 0 Total
 - Turn Off for Insufficient Funds – 0 Total
 - Turn Off for Non-Payment of Sewer – 14 Total
 - Turn Off for Non-Payment of Water – 31 Total
 - Turn Off for Violations (Meter Changes) – 0 Total
 - Turn On – 73 Total
- Administration:
 - Distribution Asset Management Plan
 - Inventory 85% Completed
 - Rules & Regulations in the process of being revised.
 - Board action needed on raising Unauthorized Use Fees
 - Insurance Renewal (08/08/11 – 08/08/12)
 - Property/ Liability increase from \$107,885 to \$108,902
 - Workers Comp increase from \$55,108 to \$55,478
 - South Third Street Project will be bid in October of 2011, with construction to begin in January 2012.
 - Board action on Engineering Proposal and Advertising
 - Power Curtailments

- May 31, 2011 – 4:30 pm – 8:00 pm
- July 22, 2011 – 1:30 pm to 7:30 pm
- Emergency Response Plan – revisions being developed.
- USEPA Infrastructure Needs Survey
- Committee Meetings
 - Pension Committee – August 1, 2011
 - Personnel Committee – August 1, 2011

On a motion from Mr. Colton, seconded by Mr. Lockard, requisitions were approved for payment August 8, 2011 (items 3410-3424, totaling \$797,797.92). No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Churchman, Colton, Lockard, Moorehead, Poswistilo, Veresink, Cain (Chairman) (9)

Nays: None

At this time, Roy White, Executive Director stated that Total Funds on Deposit totaled \$4,440,216.08 on June 30, 2011 and \$5,868,545.92 on July 31, 2011.

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss routine business matters.

Budget & Finance Committee –

At this time, Stephanie Kinsell, Business Manager, discussed the August 2011 Project Status Report, Debt Obligations (revised 8/01/2011), Capital Improvement Fund Sheet for period July 1, 2011 to July 31, 2011, Income Statement – Budget Comparison Sheet for June 2011, and Cash Flow Forecast 2011.

Pension Committee –

Mr. Bergren, Chairperson, stated that the Pension Committee and Authority staff met on Monday, August 1, 2011 with Kurt Kreisher of Smith Barney and Dan Graham of Principal Financial Group. Meeting items discussed included: New Plan Investments, Investment Numbers, RetireView Options, Target Date Funds Concept, Fee Formulas, and Fund Options.

Principal Financial Group will be providing the Authority with a summary. The Pension Committee will meet again to discuss additional fund options.

Personnel Committee –

Mr. Lockard, Chairperson, stated that the Personnel Committee met on Monday, August 1, 2011 to discuss needs and values for key man Insurance Coverage for Roy White and other key Management positions.

At this time, Mr. Lockard, Chairperson, distributed and discussed Personnel Committee meeting notes to Board Members.

Risk Management Committee –

No Report

Building Committee –

No Report.

Security Committee –

No Report.

REPORT OF SOLICITOR

No Report.

UNFINISHED BUSINESS

Mr. Colton discussed two proposed revisions to the current Authority's By-laws. Section II: Resignations of Board Members (pg. 6) has been changed from "must" to "shall". Section VI: Powers and Duties of the Treasurer (pg. 8) sentence, "Because of the Treasurer's financial responsibilities, the Treasurer shall give a bond with sufficient corporate surety in such amount as may be determined by the Board, the costs of which shall be paid by the Authority, conditioned for the faithful performance of duties as Treasurer" has been eliminated.

On a motion from Mr. Versesink, seconded by Mr. Barefoot, the Board passed a Resolution making certain modifications to its By-Laws, such modifications being specifically set forth on a copy of a Resolution which is attached hereto and made part hereof.. No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Churchman, Colton, Lockard, Moorehead, Poswistilo, Veresink, Cain (Chairman) (9)

4318

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Colton, the Authority approved the supplementary proposal from Gannett Fleming for additional engineering design and construction management services in conjunction with the November 2010 contract for the City of Easton S. 3rd Street Project at a cost not to exceed \$44,600.00 No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Churchman, Colton, Lockard, Moorehead, Poswistilo, Veresink, Cain (Chairman) (9)

Nays: None

On a motion from Mr. Churchman, seconded by Mr. Bergren, the Authority approved the advertisement for bids for the construction of the S. 3rd Street Project for the City of Easton that are being designed by Gannett Fleming, Inc. No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Churchman, Colton, Lockard, Moorehead, Poswistilo, Veresink, Cain (Chairman) (9)

Nays: None

NEW BUSINESS

On a motion from Mr. Veresink, seconded by Mr. Lockard, the Board passed a Resolution modifying paragraph XII – Violations and Penalty, of the Rules and Regulations for Water Service, Schedule of Charge for the Authority, modifying the fee as set forth in Appendix C, Paragraph 11A from the sum of \$150.00 to the sum of \$500.00 plus any labor, material, equipment and water usage costs associated with a violation of the unauthorized testing of a private fire protection system.

Motion adopted by the following vote:

Yeas: Bergren, Churchman, Colton, Lockard, Moorehead, Poswistilo, Veresink, Cain (Chairman) (9)

Nays: None

ADJOURNMENT

4319

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:30 PM. No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Churchman, Colton, Lockard, Moorehead, Poswistilo, Veresink, Cain (Chairman) (9)

Nays: None

Respectfully Submitted

Hillary C. Weiss
Recording Secretary