

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

**Easton, PA
Monday
December 12, 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
R. Kirkwood Colton
Donald W. Lockard
Michael G. Moorehead
Margaret H. Poswistilo
Theodore J. Veresink
Robert Walker
Timothy A. Cain (Chairman)

Absent: None

Also in attendance were Roy A. White, Executive Director; Craig Swinsburg, Assistant Executive Director; Stephanie Kinsell, Business Manager; Timothy Ryan, IT Manager; Thomas Walters, Solicitor, Lewis & Walters; Rachel Govelovich, Gannett Fleming Inc.; Erin Rapp, Recording Secretary

COURTESY OF THE FLOOR

There was no comment from the floor at this time.

ACTION ON MINUTES

On a motion from Mr. Veresink, seconded by Mr. Lockard, the minutes of November 14, 2011 were approved as presented. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the November 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 - 1
 - 1 – ¾" 119 Reese Street (City of Easton)
- Service Replacements - 3
 - 2 – ¾" 127/129 South 17th Street (Borough of Wilson, replaced lead services)
 - 1 – ¾" 713 Spring Garden Street (City of Easton, replaced leaking lead service)
- Main Installation -757' Total
 - Woodridge Falls III – Palmer Township
 - 466' of 8" on Grandview Drive
 - 203' of 8" on Pink Rose Lane
 - 12' of 6" for hydrant lateral
 - 76' of 4" on Pink Rose Lane
- Fire Hydrants – 1
 - Private
 - Woodridge Falls III – Palmer Township on Pink Rose Lane
- Service Information
 - New Meters Installation – 21
 - 16 – 5/8" COE
 - 3 – 5/8" ESWA
 - 2 – 2" ESWA
 - Meter Changes – 68
 - 5 – 5/8" COE
 - 62 – 5/8" ESWA
 - 1 – 4" ESWA
 - MTU's – 89
 - 19 – COE
 - 70 – ESWA

- Customer Service Information:
 - Turn Off for Repairs – 10
 - 5 – COE
 - 5 – ESWA
 - Turn Off and Remove for Final – 7
 - 2 – COE
 - 5 – ESWA
 - Turn Off and Remove (Seasonal) – 18
 - 8 – COE
 - 10 – ESWA
 - Turn Off for Insufficient Funds – 1
 - 1 – ESWA
 - Turn Off for Non-Payment of Sewer – 5
 - 5 – COE
 - Turn Off for Non-Payment of Water – 27
 - 20 – COE
 - 7 – ESWA
 - Turn Off for Violations (Meter Changes) – 1
 - 1 – ESWA
 - Turn On - 53
 - 34 – COE
 - 19 – ESWA
- Water Treatment Plant:
 - Completion Timeline:
 - Punch list items still ongoing with an unknown completion date.
 - Items being addressed:
 - High and low service pumps
 - SCADA
 - Security
 - Recycle system
 - HVAC
 - Chemical feed and transfer equipment
- City of Easton Improvements:
 - Contract I, Part A
 - The contractor completed all water system work on December 1, 2011.
 - The contractor is working on completing trench restoration on 4th Street.
 - The milling and overlaying of 4th Street and the trench restoration on Washington Street will be performed in the Spring of 2012.
 - Contract I, Parts B and C
 - All work included in Parts B and C has been completed and all punch list items have been addressed.

- Contract I Totals:
 - Water Main – Total of 25, 286’ Installed
 - 6,338’ of 24”
 - 694’ of 16”
 - 9,844’ of 12”
 - 44’ of 10”
 - 7,619’ of 8”
 - 530’ of 6”
 - 217’ of 4”
 - Service Laterals – 773 service changeovers / 10,123’ of copper
 - 447 Service Lateral Replacements
 - 326 Service Lateral Reconnections
 - 164’ of 2” Copper Installed
 - 296’ of 1” Copper Installed
 - 9,663’ of ¾” Copper Installed
 - Valves – Total of 122 New Valves Installed
 - 8 – 24” Butterfly Valves
 - 1 – 16” Butterfly Valve
 - 5 – 16” Gate Valves
 - 30 – 12” Gate Valves
 - 1 – 10” Gate Valve
 - 65 – 8” Gate Valves
 - 12 – 6” Gate Valves
 - Fire Hydrants – 22 New Fire Hydrants Installed
- Davis Street Pumping Station
 - The new pumping station was placed into service on December 7, 2011.
 - On December 12, 2011, ESWA will initiate the abandonment of the old pumping station, with the disconnection of utilities being the first step and then demolition of the building.
 - The remaining site work will be completed once the old pumping station has been demolished. It is anticipated that the remaining site work will be completed in the early spring of 2012.
- ADA Ramps
 - Heim Construction
 - Heim addressed the punch list provided by ESWA and final payment will be issued.
 - F.A. Rohrbach
 - Rohrbach has completed the ramps on Wilkes Barre Street, Berwick Street, Williams Street, Butler Street, and Wolf Avenue.
 - ESWA, the City of Easton, and Rohrbach have agreed that the ramps on 9th Street and Lincoln Street will be installed

in the spring of 2012, which will allow some time for the design concerns on these two streets to be addressed.

- Flushing
 - Lower Nazareth Flushing Program was completed on November 15, 2011.
 - Suburban Morgan Hill Flushing Program started on November 16, 2011 and completed on November 21, 2011.
 - The entire Suburban System was flushed in 2011.
 - November Flushing Totals: 4,266,605 gallons
 - 2011 Flushing Total: 39,932,693 gallons

- Administration:
 - Twin Reservoirs:
 - Geophysical/ Geotechnical Investigation Property Survey
 - 2012 Operating Budget:
 - Submitted to Finance Committee
 - Reviewed by full Board
 - 2012- 2016 Operating Budget:
 - Submitted to Finance Committee
 - Reviewed by full Board
 - 2012 Wage Recommendations
 - Submitted to Personnel Committee
 - 2012 Capital Budget
 - Submitted to Finance Committee
 - Finance Committee
 - Long Term Debt Refinancing
 - Regulatory/Government
 - HB 291 – increasing bid limit requirements
 - Marcellus Shale – state considerations
 - Governor’s Report on Drinking Water Infrastructure Financing
 - Board Committee Responsibilities’ description was revised

On a motion from Mr. Barefoot, seconded by Mr. Lockard, requisitions were approved for payment December 12, 2011 (items 3468-3483, totaling \$739,818.18). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

At this time, Roy White, Executive Director stated that Total Funds on Deposit totaled \$4,923,859.25 on October 31, 2011 and \$4,818,371.85 on November 30, 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 including: compensation issues, and changes to board committee responsibilities.

On a motion from Mr. Colton, seconded by Mr. Barefoot, the Board approved the revised committee structure. No public comment received.

Motion adopted by the following vote:

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

Nays: None

Budget & Finance Committee –

At this time, Mr. Bergren, Chairman of the Budget & Finance Committee stated that he is waiting for a report from First Niagara about reducing their rate before sending out Requests for Proposals from other banks in regards to refinancing. The committee will meet January 3, 2012 to discuss this.

On a motion from Mr. Bergren, seconded by Mr. Moorhead, the Board approved the Five Year Operating Budget. No public comment received.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Bergren, the Board approved the 2012 Operating Budget. No public comment received.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Lockard, the Board approved the 2012 Capital Budget. No public comment received.

Motion adopted by the following vote:

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

Nays: None

At this time, Stephanie Kinsell, Business Manager, discussed the December 2011 Project Status Report, Debt Obligations (revised 12/01/2011), Capital Improvement Fund Sheet for period November 1, 2011 to November 30, 2011, and the Income Statement – Budget Comparison Sheet for October 2011.

Pension Committee –

No Report.

Personnel Committee –

At this time, Mr. Lockard, Chairman of the Personnel Committee stated that the committee met last week to review wage recommendations.

The Board entered into Executive Session at 4:20pm to discuss wage recommendations.

The Board came out of Executive Session at 5:02pm.

On a motion from Mr. Lockard, seconded by Mr. Barefoot, the Board accepted the 2012 wage and salary increases as recommended by the Personnel Committee, and the Executive Director's compensation for 2012 as recommended by the Executive Committee, taking effect January 1, 2012. No public comment received.

Motion adopted by the following vote:

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

Nays: None

Risk Management Committee –

No Report

Building Committee –

No Report.

REPORT OF SOLICITOR

No Report.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

No Report.

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:35 PM. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Erin L. Rapp
Recording Secretary