

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

**Easton, PA
Monday
January 9, 2012
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.; Darryl Peck, Concord Public Financial Advisors, Inc.; Erin Rapp, Recording Secretary

COURTESY OF THE FLOOR

There was no comment from the floor at this time.

ACTION ON MINUTES

Page 4347 under Personnel Committee, fourth paragraph, first sentence was changed to read, "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."

On a motion from Mr. Moorehead, seconded by Mr. Colton, the minutes of December 12, 2011 were approved with changes. 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 December Board minutes for review prior to the Board Meeting. Updates were provided and reviewed.

At this time, Mr. Cain made an adjustment to the agenda to have the Budget & Finance Committee Report to accommodate Darryl Peck from Concord Public Financial Advisors, Inc. who was in attendance for a presentation.

Budget & Finance Committee –

Mr. Bergren, Chairman of the Budget & Finance Committee stated that the committee met on January 3, 2012 with Roy White, Stephanie Kinsell, Attorney Walters, and Darryl Peck. Darryl Peck supplied two handouts regarding an interest rate reduction on the loan the Authority has with First Niagara. First Niagara has agreed to amend the interest rate to 3.385%. The existing interest rate is 4.550%. The savings to the Authority will be over \$1,000,000 over the remainder of the term of the loan. Attorney Walters had a chance to review the amendment to the note and provided a resolution.

On a motion from Mr. Bergren, seconded by Mr. Lockard, and with the recommendation of the Budget & Finance Committee, the Board adopted a resolution authorizing the acceptance of the proposal from First Niagara Bank modifying the water revenue note, series of 2007, under modified terms and conditions as set forth in a proposal letter dated January 5, 2012. (Resolution and Proposal Letter Attached). No public comment received.

Motion adopted by the following vote:

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

Nays: None

Mr. Bergren stated that he met with Mr. Barefoot, Roy White, and Stephanie Kinsell on January 3, 2012 to discuss making changes to the financial reports that are presented each month by Stephanie Kinsell. At this time, Stephanie Kinsell, Business Manager, discussed the following changed reports: January 2012 Project Status Report, Debt Obligations (revised 01/03/2012), December 31, 2011 Funds on Deposit, Income

Statement – Budget Comparison Sheet for November 2011, and Cash Flow Forecast 2011 and Cash Flow Forecast 2012.

REPORT OF MANAGER

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

- New Services
 - 20 – ¾” Woodridge Falls III (Palmer Township)
 - 1 – ¾” 701 Oakwood Street (Palmer Township)
 - 20 – 1” Fire Woodridge Falls III (Palmer Township)
 - 1 – 2” Fire 131 South 13th Street (City of Easton)

- Service Replacements
 - 7 – ¾” Lieberman Terrace (Palmer Township, connection of existing laterals to new 12” water main)
 - 1 – ¾” 619 James Street (City of Easton, replaced lead service)
 - 1 – ¾” 405 East Wilkes Barre Street (City of Easton, replaced leaking lead service)
 - 1 – ¾” 131 South 13th Street (City of Easton, replaced lead service while installing 2” fire service)

- Main Breaks
 - 12” – Kesslerville Road (Forks Township, longitudinal break)
 - 6” - 3300 Block Bethman Road (Bethlehem Township, radial break)
 - 6” – 4600 Block Bayard Street (Bethlehem Township, radial break)
 - 6” – 500 Block March Street (City of Easton, radial break)
 - 6” - 304 West Nesquehoning Street (City of Easton, radial break)
 - 6” – 2864 Washington Street (Palmer Township, radial break)
 - 6” – 3331 Bridlepath Road (Palmer Township, longitudinal break)

- Replaced Hydrants
 - West Madison Street & St. John Street (City of Easton, replaced old hydrant)

- Curb Box Maintenance
 - 3 – COE
 - 4 - ESWA

- Service Information
 - New Meters Installation
 - 2 – 5/8” ESWA
 - 1 – 1” ESWA
 - 1 – 2” ESWA
 - 1 – 6” ESWA

- Reinstall Meter
 - 6 – COE
 - 9 - ESWA
 - Meter Changes
 - 10 – 5/8” COE
 - 39 – 5/8” ESWA
 - MTU’s
 - 15 - COE
 - 80 - ESWA
 - Turn Off for Repairs
 - 4 – COE
 - 9 - ESWA
 - Turn Off and Remove for Final
 - 5 - COE
 - 6 - ESWA
 - Turn Off and Remove (Seasonal)
 - 3 - ESWA
 - Turn Off for Insufficient Funds
 - 2 - COE
 - 1 - ESWA
 - Turn Off for Non-Payment of Water
 - 2 - COE
 - 8 - ESWA
 - Turn On
 - 22 - COE
 - 29 – ESWA
- Flushing – No flushing was performed in December.
 - Water Treatment Plant
 - Completions Timeline – punchlist items are still ongoing with an unknown completion date.
 - Items being addressed are high and low service pumps, SCADA, Security, recycle system, HVAC, and chemical feed and transfer equipment.
 - Authority Projects
 - City of Easton Improvements
 - Contract I
 - Part A
 - All water system work was completed on December 1, 2011.
 - The contractor will return in the spring when weather permits to mill and overlay Spring Garden Street and 4th Street and to complete the trench restoration on Washington Street.

- Parts B and C
 - All work has been completed and the final pay estimate has been prepared for approval.
- Davis Street Pumping Station
 - The new pumping station is in service and ESWA personnel have addressed some minor operational issues over the past few weeks.
 - The utilities have been disconnected from the old pumping station and ESWA will attain the demolition permit the week of January 9th and demolition will be scheduled with the contractor.
 - The remaining site work will be completed as weather permits over the next few months.
- ADA Ramps
 - Heim Construction
 - All work has been completed and the final payment has been approved.
 - F.A. Rohrbach
 - Rohrbach will return in the Spring to complete the ramps on Lincoln Street and 9th Street.
- Miscellaneous
 - Distribution Personnel have been working on Annual Fire Hydrant Inspection during November and December.
- Administration
 - Twin Reservoirs – Geophysical/Geotechnical Investigation Property Survey

On a motion from Mr. Barefoot, seconded by Mr. Lockard, requisitions were approved for payment January 9, 2012 (items 3484-3491, totaling \$134,715.31). 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 COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss routine business matters as well as the refinancing with First Niagara.

Pension Committee –

No Report.

Personnel Committee –

No Report.

Risk Management Committee –

No Report

At this time, Mr. Colton stated that he discussed changes to the By-Laws with Attorney Walters and will be providing those changes to be posted on the website.

REPORT OF SOLICITOR

No Report.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

No Report.

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Colton, the meeting was adjourned at 4:02 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