

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

**Easton, PA  
Monday  
June 13, 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  
Charles W. Churchman  
R. Kirkwood Colton  
Donald W. Lockard  
Michael G. Moorehead  
Theodore J. Veresink  
Timothy A. Cain (Chairman)

Absent: Robert J. Bergren, Margaret H. Poswistilo

Guest: None

Also in attendance were Roy A. White, Executive Director; Stephanie Kinsell, Business Manager, Erin Rapp, Customer Relations Manager; Tim Ryan, IT Manager; Thomas Walters, Lewis & Walters; 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 4292, Report of Committees (Executive Committee) should read, "Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss several business items including the status of the City of Easton construction project, year-end Audit, and the reappointment of a Board member."

Page 4293, Unfinished Business should read, "The Board feels Mr. Walker would make an excellent choice for nomination to fill Mr. Churchman's Board position."

On a motion from Mr. Colton, seconded by Mr. Veresink, the minutes of May 9, 2011 were approved as presented. No public comment was received.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Barefoot, Lockard, Moorehead, Veresink, Cain (Chairman)  
(7)

Nays: None

### **REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the May 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.

#### Services

- There were 2 new services installed in May.
  - 1 – 1 ½" – 10 Hilton St. (Williams Twp.)
  - 1 – 3" – 106 N. 4<sup>th</sup> St. (City of Easton – fire service)
- There was one service replaced in May.
  - 1 – ¾" – 913 Spruce St. (City of Easton – replaced lead service)
- There was one curb box maintained in May.
  - 1 – City of Easton

#### Water Treatment Plant Project

- 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 Infrastructure Improvement Project

- Part A:
  - The contractor has completed the installation of the main on N. 3<sup>rd</sup> St. and is working on Spring Garden St., approaching 4<sup>th</sup> St.
  - The contractor began connecting the water service laterals on Cattell St. to the new water main during the week of April 25<sup>th</sup>, 2011 and completed the service lateral reconnections on May 26, 2011.
  - The contractor began the water main connections on Cattell St. on June 7<sup>th</sup> and should have them completed by June 15, 2011.

- Parts B & C:
  - Water System work has been completed on Lincoln St., Wilkes Barre St., Williams St., Bushkill Dr., Wolf Ave., and Butler St.
  - The contractor began installing the water main on 9<sup>th</sup> St. on April 27, 2011 and completed the installation on May 10, 2011.
  - The new water main on 9<sup>th</sup> St. has since been tested and the contractor began the service lateral reconnections on June 6, 2011.
  - The service lateral reconnections and the water main connections should be completed on 9<sup>th</sup> St. on June 17, 2011.
  - The contractor began the service lateral reconnections on Berwick St. on May 16, 2011 and should have them completed by June 10, 2011.
  - The water main connections on Berwick St will be started once the service lateral reconnections are completed around June 17, 2011.
  - The contractor began the trench restoration on Wolf Ave. and Butler St. on May 31, 2011 and should complete the trench restoration by June 8, 2011.
  - After the trench restoration has been completed on Wolf Ave. & Butler St., the contractor will begin working on the trench restorations on Williams St., Lincoln St., Wilkes Barre St., and Berwick St. in the South Side.
  - It is anticipated that the water system work for Parts B & C will be completed by June 17, 2011 and the trench restoration work should be completed in July.
  
- Davis St. Pumping Station:
  - The contractor completed the installation of the pumps and the above ground piping within the pump station. The generator has been set in place.
  - The masons have completed the block and are working on laying the brick.
  
- ADA Ramps:
  - The Highway Occupancy Permits have been attained for the Gannett Fleming designed ramps within the PennDOT right-of-way and the City of Easton has approved the Gannett Fleming designed ramps within the City of Easton right-of-way.
  - ESWA opened bids for the Gannett Fleming designed ramps on June 9<sup>th</sup> and the staff will make a recommendation to award the bid today.
  - The City of Easton has approved the ramps designed by Barry Isett & Associates for Wilkes Barre St. and they are presently reviewing the ramp designs for Berwick St. The design of the remaining ramps is ongoing.
  - ESWA opened bids for the Barry Isett & Associates designed ramps on June 8<sup>th</sup>. The staff will make a recommendation to award the bid today.

- ESWA personnel began installing the new 12” water main on Ash Dr. and Georgetown Rd. on May 2, 2011 and the water main installation was completed on June 2, 2011.
- The water main is being tested in accordance with the Authority’s Rules and Regulations.
- Once all testing has been completed, ESWA personnel will begin reconnecting the service laterals to the new water main and then connect the water mains on the side streets to the new water main.
- The water system portion of the project will be completed by the end of June.

#### Liebermann Terrace Water Main Improvements

- ESWA sent notices to the customers on Lieberman Terrace in order to schedule meetings to determine how the water service laterals will be constructed to each property as the existing private main runs between the homes, off the street.
- It is hopeful that these meetings will be completed the week of June 20, 2011, with water main installation beginning around the same time.

#### City of Easton Mapping

- Distribution Department Personnel are continuing to verify water system mapping information in the City of Easton and attaining field measurements to update the Authority’s GIS system.
- This information is needed before crews can begin exercising the valves in the City’s water system.

#### Development Projects

- Woodridge Falls III
  - ESWA will be installing the remainder of the service laterals to the apartment units and the next 20 townhome units in early June.
- Trio Farms
  - ESWA began installing the service laterals in Phase I on June 3, 2011. There are 43 units in the first phase of the project, which consists of a mix of single family and townhome units.
- Green Pond Golf Course Development
  - ESWA received a will serve request for the new Developer and Engineer for the revised project. The project is planned to include 67 single family units and 251 townhouse units. There is no schedule for the project at this time.

#### Flushing

- The Knox Ave. South Flushing Program: Flushing began on April 19, 2011 and was completed on June 10, 2011. This includes the areas of Bethlehem and Palmer Townships that are south of Rt. 22 and east of Rt. 33.
- The Knox Ave. North Flushing Program: Flushing began on June 13, 2011 and should be completed in the beginning of July. This includes the southwestern portion of Forks Twp. and the areas of Palmer Twp. north of Rt. 22.

Customer Service

- Turn Off for Repairs – 8 Total
- Turn Off & Removal for Final – 18 Total
- Turn Off & Removal (Seasonal) – 0 Total
- Turn Off for Insufficient Funds – 0 Total
- Turn Off for Non-Payment of Sewer – 2 Total
- Turn Off for Non-Payment of Water – 39 Total
- Turn Off for Violations (Meter Changes) – 1 Total
- Turn On – 74 Total
- There were a total of 15 new meter installations, 16 reinstalled meters installations, 35 meter changes, and 132 MTU installations for the month of May.

Five Year Operating Budget

- Board Action – June 13, 2011.

2010 Audit

- Board Action – June 13, 2011.

Property/ Liability/ Workers Compensation Insurance

- Renewal August 8, 2011.

ADA Ramp Bid Opening

- Board Action – June 13, 2011.

Power Events

- Power procurement agreement – pump station shut down on May 31, 2011 due to customer peak demand.

On a motion from Mr. Barefoot, seconded by Mr. Lockard, requisitions were approved for payment June 13, 2011 (items 3388 - 3399, totaling \$ 782,806.83). No public comment was received.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Barefoot, Lockard, Moorehead, Veresink, Cain (Chairman)  
(7)

Nays: None

At this time, Roy White, Executive Director stated that Total Funds on Deposit totaled \$ 4,865,515.38 on April 30, 2011 and \$ 4,250,648.34 on May 31, 2011.

**REPORT OF COMMITTEES**

**Executive Committee –**

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss several business items including the status of the City of Easton construction project and the year-end Audit.

**Budget & Finance Committee –**

On a motion from Mr. Churchman, seconded by Mr. Lockard, the Authority approved the Audited Financial Statements and Supplementary Information dated December 31, 2010 and 2009. No public comment was received.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Barefoot, Lockard, Moorehead, Veresink, Cain (Chairman)  
(7)

Nays: None

At this time, Roy White, Executive Director, discussed the 5 year Operating Budget. A motion from the Board will be made under Unfinished Business.

At this time, Stephanie Kinsell, Business Manager, discussed the Cash Flow Forecast 2011, June 2011 Project Status Report, Debt Obligations (revised 6/1/2011), Capital Improvement Fund Sheet for period May 1, 2011 to May 31, 2011, Income Statement – Budget Comparison Sheet for April 2011.

**Pension Committee –**

There is a Pension Committee meeting scheduled for Thursday, July 21<sup>st</sup> at 3:00 pm.

**Personnel Committee –**

Mr. Cain, Chairperson, stated that he would like to examine additional coverage: Directors and Officers Liability, Employee Benefit Liability, Employment Practices Liability, Employee Dishonesty Liability, and Board Treasurer's Bond/ Coverage.

**Risk Management Committee –**

Mr. Moorehead, Chairperson, stated that there was a Risk Management Committee meeting on May 25, 2011 that reviewed the Authority's Property and Casualty Insurance, as well as Worker's Compensation Insurance. The Authority will renew their policy with Brown & Brown on August 8, 2011.

**Building Committee –**

No Report.

**Security Committee –**

No Report.

**REPORT OF SOLICITOR**

Mr. Walters, Solicitor, stated that the Zeigler legal case is awaiting a judge's decision for a new trial.

The Authority approved the release, discharge, and termination of a certain right-of-way for St. Luke's Hospital and Health Network on April 11, 2011. St. Luke's has come to an agreement for cost sharing regarding this right-of-way.

At the May 9, 2011 Board meeting, Mr. Richard Groff questioned his responsibility for payment of an existing water bill. Attorney Walters, Solicitor, reviewed the details of the property ownership and discussed matters with Executive Director, Roy White. Since this time, Mr. Richard Groff has paid the existing water bill in the amount of \$ 204.08 and his water has been turned back on.

**UNFINISHED BUSINESS**

On a motion from Mr. Barefoot, seconded by Mr. Lockard, the Authority approved the 5 Year Operating Budget (2011-2015). No public comment was received.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Barefoot, Lockard, Moorehead, Veresink, Cain (Chairman)  
(7)

Nays: None

**NEW BUSINESS**

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the Authority approved a motion in order to adopt changes in the rate and fee schedule. This will include rate and fee changes for the combined capacity and fire capacity fee for residential sprinklers, customer facility fees based on meter size, and fire service rates for residential sprinklers. All rates and fees will be effective immediately. No public comment was received.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Barefoot, Lockard, Moorehead, Veresink, Cain (Chairman)  
(7)

Nays: None

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the Authority authorized the acceptance of bid of Heim Construction Co., Inc. as low bidder for contract one, part D – ADA Ramp installations, City of Easton Water Distribution System Improvements and awarded said contract to the same subject to certain terms and conditions. No public comment was received.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Barefoot, Lockard, Moorehead, Veresink, Cain (Chairman)  
(7)

Nays: None

On a motion from Mr. Lockard, seconded by Mr. Barefoot, the Authority authorized the acceptance of bid of F.A. Rohrbach, Inc. as low bidder for contract four – City of Easton Water Distribution System Improvements and ADA Ramp Installations, Project No. 01009511.000, and awarded said contract to the same subject to certain terms and conditions. No public comment was received.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Barefoot, Lockard, Veresink, Cain (Chairman) (6)

Nays: None

Abstain: Moorehead

### **ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:45 PM. No public comment was received.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Barefoot, Lockard, Moorehead, Veresink, Cain (Chairman)  
(7)

Nays: None

Respectfully Submitted

Hillary C. Weiss  
Recording Secretary