

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

**Easton, PA
Monday
May 9, 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: Charles W. Churchman
R. Kirkwood Colton
Wayne Barefoot
Robert J. Bergren
Donald W. Lockard
Michael G. Moorehead
Margaret H. Poswistilo
Theodore J. Veresink
Timothy A. Cain (Chairman)

Absent: None

Guest: Richard Groff

Also in attendance were Roy A. White, Executive Director; Stephanie Kinsell, Business Manager, Erin Rapp, Customer Relations Manager; Thomas Walters, Lewis & Walters; Rachel Govelovich, Gannett Fleming Inc.; Keith Fleming; Palmer & Company Hillary C. Weiss, Recording Secretary

COURTESY OF THE FLOOR

At this time, Mr. Richard Groff questioned his responsibility for payment of an existing water bill in the amount of \$ 204.08. The property is located at 316 S. 12th St. Easton, PA. Mr. Groff stated that he has no deed for the property; however, purchased the property in a sheriff sale and has been issued a building permit from the City of Easton. Attorney Walters, Solicitor, recommended that Mr. Richard Groff pay the full amount of \$ 204.08 to the Authority in protest. Attorney Walters, Solicitor, will review the details of the property ownership and will then get back to Mr. Groff.

ACTION ON MINUTES

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

Motion adopted by the following vote:

Yeas: Churchman, Colton, Barefoot, Bergren, 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 April minutes for review prior to the Board Meeting. Updates were provided and reviewed.

REPORT OF FINANCIAL ADVISOR

At this time, Mr. Keith Fleming distributed and discussed the ESWA Audited Financial Statements and Supplementary Information dated December 31, 2010 and 2009. The information will be reviewed by Board members and voted on at the June Board Meeting.

REPORT OF MANAGER

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

Services

- There were 2 service replacements in April.
 - 1 – 1 ½" – 350 N. 14th St. (City of Easton – replaced lead service)
 - 1 – ¾" – 620 Coleman St. (City of Easton – replaced lead service)
- There were 2 service repairs in April.
 - 1 – ¾" – 2540 Hickory Dr. (Penn's Ridge – found with data logger)
 - 1 – ¾" – Vera Dr. (Penn's Ridge – found with data logger)
- There were 2 service removals in April.
 - 2 – ¾" – 333 W. St. Joseph St. (City of Easton – demolished)

Main Breaks

- There was 1 main break in April.
 - 1 – 6" – 714 Hamilton St. (City of Easton – radial break)

Valves

- There was 1 valve replaced in April.
 - 1 – 6” – N. 14th St. & Bushkill St. (valve broke in the closed position when being operated)

Main Installation

- There was a total of 1,547’ installed Woodridge Falls in April.
 - 611’ of 8” (Woodmont Cr.)
 - 436’ of 8” (Grandview Dr.)
 - 124’ of 8” (Easement)
 - 64’ of 6” (Fire Hydrant Laterals)
 - 110’ of 4” (White Rose Ln.)

Public Hydrants

- There was 1 public hydrant installed in April.
 - Woodridge Falls III – Palmer Twp.
 - Grandview Dr.

Private Hydrants

- There were 3 private hydrants installed in April.
 - Woodridge Falls III – Palmer Twp.
 - Woodmont Cr.
 - Hills Dr.
 - White Rose Ln.

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.

City of Easton Infrastructure Improvement Project

- Part A:
 - The 24” water main on Cattell St. and College Ave. has passed all required testing.
 - The contractor began connecting the water service laterals on Cattell St. to the new water main during the week of April 25th.
 - The contractor is also working on installing the new 24” water main on N. 3rd St. and is approaching the intersection with Snyder St.
 - The installation of the new water main on N. 3rd St. between Snyder St. & Bushkill St. was planned to occur at night; however, a suitable traffic control plan was created and the installation is proceeding during the day.
- 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 9th St. on April 27th, and should complete the installation in two weeks.
 - Once the water main installation has been completed on 9th St., the contractor will move the crew to Berwick St. and connect the service laterals and existing water mains to the new water main.
 - Once the water system work is completed on Berwick St., the contractor will return to 9th St. to complete the service lateral and the water main connections.
 - It is anticipated that the water system work for Parts B and C will be completed in June.
- 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 will begin laying the block and brick walls the week of May 9th.
 - ADA Ramps:
 - Gannett Fleming has received comments from PennDOT from the final design submission and will be working to address. Gannett Fleming will resubmit the plans to PennDOT for approval.
 - ESWA will advertise for bids for the Gannett Fleming designed ramps once the Highway Occupancy Permits are issued for the approved ramp designs.
 - Barry Isett & Associates are working on the design for the ramps within the City Right-of-Ways, and they will be submitting their designs in groups as originally planned.
 - ESWA will advertise for bids for the Barry Isett & Associates designed ramps the week of May 9th.

Liebermann Terrace Water Main Improvements

- ESWA staff is finalizing the layout of the new water main and will begin installing the main once the Georgetown Rd. Water Main Improvement Project has been completed.

Georgetown Road Water Main Improvements

- ESWA personnel excavated several test holes during the week of April 25th in order to finalize the layout of the new water main.
- ESWA personnel began installing the new water main on May 2nd. It is anticipated that it will take approximately 3 weeks to install the new water main.
- After the water main has been installed and tested, the service laterals will be connected to the new water main. The existing water mains on the side streets will then be connected to the new main.

City of Easton Mapping

- Authority Distribution Department Personnel are continuing to verify water system mapping information in the City of Easton and obtaining 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
 - The site contractor is working on installing the remainder of the water main in the project.
- Trio Farms
 - ESWA will install the domestic and fire service laterals for the 46 units in Phase I once the connection fee deposits are paid for the laterals.

Flushing

- Flushing began on April 5th with the Knox Ave. West Flushing Program, which was completed on April 18th. This flushing program included the area of Bethlehem Twp. that is west of Rt. 33 and south of Rt. 22.
- The Knox Ave. South Flushing Program was started on April 19th. This includes the areas of Bethlehem Twp. and Palmer Twp. that are south of Rt. 22 and east of Rt. 33.

Customer Service

- Turn Off for Repairs – 7 Total
- Turn Off & Removal for Final – 11 Total
- Turn Off & Removal (Seasonal) – 26 Total
- Turn Off for Insufficient Funds – 0 Total
- Turn Off for Non-Payment of Sewer – 0 Total
- Turn Off for Non-Payment of Water – 16 Total
- Turn Off for Violations (Meter Changes) – 0 Total
- Turn On – 87 Total

- There were a total of 26 new meter installations, 21 reinstalled meters installations, 33 meter changes, and 94 MTU installations for the month of April.

Financing

- CFA awarded \$ 172,414,864 on May 5th. ESWA was not a recipient.

Five Year Operating Budget

- Finance Committee met on April 25th.

2010 Audit

- Finance Committee met on May 5th.

Residential Sprinkler Law

- The residential sprinkler law was repealed by Governor Corbett.

Metering System

- The Authority is looking into new meter system technology that provides more accurate readings and limits meter tampering.

Customer Survey

- Authority staff is reviewing advantages of a customer survey. A script will be developed and determination made of going forward with the survey.

Water Quality Report

- The ESWA 2010 Water Quality Report was distributed and discussed. There are no violations to report. All ESWA customers have been mailed a copy of the report.

Property/ Liability/ Workers Compensation Insurance Renewal

- Meeting scheduled with Brown & Brown on May 17th.

On a motion from Mr. Churchman, seconded by Mr. Barefoot, requisitions were approved for payment May 9, 2011 (items 3374 - 3387, totaling \$ 329,245.42). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

At this time, Roy White, Executive Director stated that Total Funds on Deposit totaled \$ 4,642,098.63 on March 31, 2011 and \$ 4,865,515.38 on April 30, 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, year-end Audit, and the reappointment of a Board member.

Budget & Finance Committee –

At this time, Roy White, Executive Director, distributed and discussed the 5 year Operating Budget.

Mr. Bergren, Chairperson, stated that the Board should review the 5 year Operating Budget and the budget will be voted on at the June Board meeting.

At this time, Stephanie Kinsell, Business Manager, discussed the Cash Flow Forecast – Five Year Forecast 2011- 2015, May 2011 Project Status Report, Debt Obligations (revised 5/1/2011), Capital Improvement Fund Sheet for period April 1, 2011 to April 30, 2011, Income Statement – Budget Comparison Sheet for March 2011.

Pension Committee –

No Report

Personnel Committee –

No Report.

Risk Management Committee –

Mr. Moorehead, Chairperson, stated that he would like to schedule a meeting with the Risk Management Committee.

Building Committee –

No Report.

Security Committee –

No Report.

REPORT OF SOLICITOR

No Report.

UNFINISHED BUSINESS

Mr. Cain, Chairman, stated that a small group of Board members met with the potential board candidate, Mr. Walker, last week. The Board feels Mr. Walker would make an excellent choice for nomination to fill Mr. Churchman’s board position. The Authority will send both a resignation letter and a recommendation letter to Mayor Panto for review.

Attorney Tom Walters announced that he will be looking into the deed or proof of ownership for the Richard Groff property located at 316 S. 12th St. in the City of Easton.

Mr. Colton, Chairperson, stated that he and Mr. Veresink met prior to the Board Meeting to discuss the Authority By-Laws and Board attachments. A Board policies/ documents binder has been created and will be available at all board meetings. The binder includes: Authority By-Laws, Public Comment Policy, Pennsylvania Sunshine Act, Municipal Authorities Act, and Constitution of the Commonwealth of Pennsylvania.

NEW BUSINESS

No Report.

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, Bergren, Lockard, Moorehead, Poswistilo, Veresink, Cain (Chairman) (9)

Nays: None

Respectfully Submitted

Hillary C. Weiss
Recording Secretary