

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

**Easton, PA
Monday
November 14, 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
Donald W. Lockard
Michael G. Moorehead
Margaret H. Poswistilo
Theodore J. Veresink
Robert Walker
Timothy A. Cain (Chairman)

Absent: R. Kirkwood Colton

Also in attendance were Roy A. White, Executive Director; Craig Swinsburg, Assistant Executive Director; Stephanie Kinsell, Business 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

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the minutes of October 10, 2011 were approved as presented. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Lockard, Moorehead, Poswistilo, Veresink, Walker, Cain (Chairman) (8)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the October 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 - 4
 - 1 – ¾” 4020 Farmersville Road (Bethlehem Township)
 - 1 – ¾” 4026 Farmersville Road (Bethlehem Township)
 - 2 – ¾” 222/226 Sixth Street (Borough of West Easton)
- Service Replacements - 4
 - 2 – ¾” 1234/1236 Bushkill Street (City of Easton, replaced leaking lead services)
 - 1 – ¾” 407 Cattell Street (City of Easton, replaced leaking lead service)
 - 1 – ¾” 323 West Berwick Street (City of Easton, replaced leaking lead service)
- Main Breaks - 2
 - 6” – 3061 Eldridge Avenue (Palmer Township, radial break)
 - 2” – 727 Nazareth Pike (Lower Nazareth Township, damaged by contractor)
- Valves - 1
 - Repaired 8” valve at the intersection of 23rd Street and Forrest Street in the Borough of Wilson.
- Service Information
 - New Meters Installation - 20
 - 13 – 5/8” COE
 - 6 – 5/8” ESWA
 - 1 – 2” ESWA
 - Reinstall Meter - 12
 - 5 - ESWA
 - 7 - COE
 - Meter Changes - 58
 - 8 – 5/8” COE
 - 48 – 5/8” ESWA
 - 1 – 1” COE
 - 1 – 2” ESWA
 - MTU's - 143

- 41 – COE
- 102 – ESWA
- Customer Service Information:
 - Turn Off for Repairs - 12
 - 5 - COE
 - 7 - ESWA
 - Turn Off and Remove for Final - 17
 - 13 - COE
 - 4 - ESWA
 - Turn Off and Remove (Seasonal) - 29
 - 29 - ESWA
 - Turn Off for Insufficient Funds - 2
 - 2 - ESWA
 - Turn Off for Non-Payment of Sewer - 13
 - 8 - COE
 - 5 - ESWA
 - Turn Off for Non-Payment of Water - 27
 - 3 - COE
 - 24 - ESWA
 - Turn On - 66
 - 31 - COE
 - 35 - ESWA
- Water Treatment Plant:
 - Plant Power Outage:
 - From October 29, 2011 to November 3, 2011
 - Completion Timeline:
 - Punch list items still ongoing with an unknown completion date.
 - Completion timeline and punch list items still ongoing with an expected completion date between January and March of 2012.
 - Items being addressed:
 - High and low service pumps – reviewing with Gannett Fleming
 - SCADA
 - Security
 - Recycle system
 - HVAC
 - Chemical feed and transfer equipment
- City of Easton Improvements:
 - Contract I, Part A
 - The contractor completed the service lateral reconnections on November 4, 2011.
 - The contractor is working on connecting the new water main to the existing water mains on the side streets and abandoning the old

main on 4th Street. This work should be completed by November 23, 2011.

- Contract I, Parts B and C
 - The milling and overlaying of the streets affected in parts B and C was completed in October.
 - A small punch list is being issued to the contractor which they plan on addressing as soon as possible so the contract can be closed out.
- Davis Street Pumping Station
 - ESWA received the Operating Permit for the Station from DEP on November 7, 2011.
 - There are some final SCADA and operational items that will be addressed during the week of November 14, 2011, after which, the new pumping station will be placed in service.
 - The demolition of the existing pump station and the remainder of the site work will be completed once the new pump station is placed in service.
- ADA Ramps
 - Heim Construction
 - ESWA, PennDOT and the City of Easton performed a walkthrough of the ramps installed by Heim and created a punch list of items to be addressed.
 - Heim intends on completing the punch list items by the end of November.
 - F.A. Rohrbach
 - Rohrbach has completed the ramps on Wilkes Barre Street, Berwick Street & Williams Street.
 - Rohrbach is currently working on the ramps on Butler Street and Wolf Avenue and the intersection of Spring Garden Street and Bank Street and should have these ramps completed by the end of November.
 - 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
 - The 15th Street Flushing Program was started on September 19, 2011 and completed on October 18, 2011. This includes the Boroughs of West East and Wilson.
 - The Lower Nazareth Flushing Program began on October 19, 2011 and is scheduled to be completed on November 15, 2011.
 - The Suburban Morgan Hill Flushing Program is scheduled to begin on November 16, 2011 and be completed on November 21, 2011...

- July Flushing Totals: 6,337,440 gallons
- Year to Date Totals: 15,174,063 gallons
- Administration:
 - Twin Reservoirs:
 - Geophysical/ Geotechnical Investigation Property Survey
 - 2012 Operating Budget:
 - Submitted to Finance Committee
 - 2012- 2016 Operating Budget:
 - Submitted to Finance Committee
 - Completed Emergency Response Plan:
 - PADEP required Tabletop exercise completed on October 28th
 - Power Purchase Agreement – 2 year contract
 - 2012 Wage Recommendations
 - Submitted to Personnel Committee
 - Health Insurance Renewal
 - Forensic Engineer's Report
 - Regarding Big Woody's in Forks Twp.
 - January 1, 2012 Rate Increase
 - Notre Dame High School - new Authority customer.
 - Third Street Project Bid Opening
 - Long Term Financing Prepayment

On a motion from Mr. Veresink, seconded by Mr. Barefoot, requisitions were approved for payment November 14, 2011 (items 3457-3467, totaling \$1,329,456.81). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Lockard, Moorehead, Poswistilo, Veresink, Walker, Cain (Chairman) (8)

Nays: None

At this time, Roy White, Executive Director stated that Total Funds on Deposit totaled \$5,064,914.38 on September 30, 2011 and \$4,923,859.25 on October 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 including: the 2012 budget, water rates, and possible changes to the board committee structure.

On a motion from Mr. Lockard, seconded by Mr. Barefoot, the Authority approved the 2012 rate structure as recommended by the Finance Committee effective January 1, 2011. No public comment received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Lockard, Moorehead, Poswistilo, Veresink, Walker, Cain (Chairman) (8)

Nays: None

On a motion from Mr. Bergren, seconded by Mr. Lockard, the Security Committee was removed from the Authority committee structure. The security committee responsibilities will be folded into the Risk Management Committee. Roy White will provide the board with an updated description of the committee responsibilities at a later time. No public comment received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Lockard, Moorehead, Poswistilo, Veresink, Walker, Cain (Chairman) (8)

Nays: None

Budget & Finance Committee –

At this time, Mr. Robert Bergren, Chairman of the Budget & Finance Committee stated the committee met prior to today's meeting to discuss the 2012 Operating Budget. The Five Year Operating Budget and the 2012 Capital Budget will be forwarded to the Board for review prior to the December Board Meeting.

At this time, Stephanie Kinsell, Business Manager, discussed the November 2011 Project Status Report, Debt Obligations (revised 11/01/2011), Capital Improvement Fund Sheet for period October 1, 2011 to October 31, 2011, and the Income Statement – Budget Comparison Sheet for September 2011.

Pension Committee –

At this time, Mr. Robert Bergren, Chairman of the Pension Committee stated that the Committee and Authority staff met back in August with Kurt Kreisher of Smith Barney to discuss fund changes. An action has been taken to implement the new pension plan changes and Authority staff has been notified.

Personnel Committee –

At this time, Mr. Donald Lockard, Chairman of the Personnel Committee stated he would like to schedule a meeting in the next few weeks.

Risk Management Committee –

No Report

Building Committee –

No Report.

REPORT OF SOLICITOR

On a motion from Mrs. Poswistilo, seconded by Mr. Bergren, the Board approved and signed a resolution recognizing Mr. Charles Churchman's years of service on the Easton Suburban Water Authority Board. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Lockard, Moorehead, Poswistilo, Veresink, Walker, Cain (Chairman) (8)

Nays: None

UNFINISHED BUSINESS

On a motion from Mr. Moorehead, seconded by Mr. Lockard, the Authority authorized the issuance of letters of intent to award to the lowest responsible bidder, Joao & Bradley Construction Company, for the contract for construction of South 3rd Street Water Main Project, subject to review of the solicitor and engineer. The Authority waived any irregularities, if any, in the bid. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Lockard, Moorehead, Poswistilo, Veresink, Walker, Cain (Chairman) (8)

Nays: None

NEW BUSINESS

No Report.

ADJOURNMENT

4340

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

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Lockard, Moorehead, Poswistilo, Veresink, Walker, Cain
(Chairman) (8)

Nays: None

Respectfully Submitted

Hillary C. Weiss
Recording Secretary