

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

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

Absent: Wayne Barefoot

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; Rachel Govelovich, Gannett Fleming Inc.; Chuck Wilson, Miller Environmental; Hillary C. Weiss, Recording Secretary; Ed Sieger, Express-Times Newspaper; Samantha Marcus, The Morning Call Newspaper

ACTION ON MINUTES

Page 4274, Report of Manager, the third bullet point from the top should read, "Raw water pump #4 still not meeting flow requirement."

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

Motion adopted by the following vote:

Yeas: Churchman, Colton, Bergren, Lockard, Moorehead, Poswistilo, Veresink, Cain (Chairman) (8)

Nays: None

COURTESY OF THE FLOOR

There was no comment from the floor at this time.

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the February minutes for review prior to the Board Meeting. Updates were provided and reviewed.

Rachel Govelovich stated that any change order over \$ 25,000 must be preapproved by PENNVEST regarding the City of Easton Project.

REPORT OF MANAGER

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

Services

- There were 4 new services in February.
 - 1 – 1 ½” – 4950 Freemansburg Ave. (Bethlehem Twp.)
 - 1 – 1 ½” – 1952 Wagner Dr. (Bethlehem Twp.)
 - 1 – 6” – 4950 Freemansburg Ave. (Bethlehem Twp. – fire service)
 - 1 – 2” – 1952 Wagner Dr. (Bethlehem Twp. – fire service)
- There was 1 service replacement in February.
 - 1 – ¾” – 163 W. St. Joseph's St. (City of Easton – leaking copper service)
- There was 1 service repair in February.
 - 1 – ¾” – 16 Front St. (Borough of Glendon – leaking copper service)

Main Breaks

- There were 5 main breaks in February.
 - 6” – 2751 Queen St. (Palmer Twp. - radial break)
 - 6” – 303 West Berwick St. (City of Easton - radial break)
 - 6” – 306 5th St. (Borough of West Easton - universal joint)
 - 4” – 126 Cattell St. (City of Easton - radial break)
 - 4” – 1100 Berwick St. (City of Easton - leaking universal joint)

Replaced Hydrants

- There were 2 replaced hydrants installed in February.
 - Quincy St. & Hillview St. (Palmer Twp. - replaced old hydrant)

- Nazareth Rd. & 25th St. Shopping Center (Palmer Twp. – replaced old hydrant)

Valves

- There was 1 repaired valve in February.
 - Aicher Dr. and Rt. 248 (Palmer Twp. – bonnet bolts had rusted out)

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 contractor halted work on February 4, 2011 due to the weather conditions and hopes to return in two to three weeks if the majority of the snow has melted.
 - The contractor returned to the job on February 15, 2011 and has been working on installing the new 24" water main on College Ave.
 - The contractor is approaching the intersection of College Ave. and North 3rd St. and will proceed south on North 3rd St. to the intersection of Spring Garden St.
 - The installation of the water main on North 3rd St. between Snyder St. and Bushkill St. (including the Rt. 22 underpass) is being planned to be done at night to minimize the traffic congestion in the area of Rt. 22.
- 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 pulled the crew from the project on February 18, 2011, once the service laterals were completed on Williams St.
 - The contractor should be returning to the project in late March or early April.
 - When the contractor returns, they will need to complete the water service and water main tie-ins on Berwick St. along with the installation of the water main and the water service and water main tie-ins on 9th St.
- Davis St. Pumping Station:
 - All of the underground piping at the site has been installed and tested.
 - The footer for the new pump station was poured on March 7, 2011.
 - The foundation for the new pump station is scheduled to be poured on March 10, 2011.
 - The generator for the pumping station will be shipped on March 20, 2011.
 - The motor control center for the pumping station will be delivered around April 26, 2011.
- ADA Ramps:

- Gannett Fleming will be making the final submission to PennDOT in the middle of March for the ramps they designed within the PennDOT right of way, along with those ramps within City right of way that require PennDOT approval with the hope that the permit will be issued for the design in April.
- ESWA received proposals for design and construction administration services related to the design of the ADA ramps the Authority is required to install in City right of way that do not require PennDOT's approval.
- ESWA staff will request the Board approve the recommended proposal at today's Board of Director's meeting.
- Ramps must be installed before overlay of blacktop.

Palmer Tank Project

- The Authority staff hopes to request permission from the Board to advertise this project at the April 2011 Board Meeting.

Liebermann Terrace Water Main Improvements

- ESWA staff will be laying out the project over the next few weeks so that construction can start in late March or early April.
- ESWA will be replacing an old private (galvanized) line in this area.

Georgetown Road Water Main Improvements

- ESWA staff will be laying out the project over the next few weeks so that construction can start in late March or early April.
- ESWA will be replacing a 10" plastic pipe with ductile iron pipe.

Leak Detection

- The Distribution Department personnel performed a system wide leak detection survey in February.
- ESWA has 10 different service areas that are mostly interconnected. Valves in these areas will automatically open up if water is needed to treat a fire.

Development Projects – Trio Farms

- Trio Farms
 - ESWA personnel refilled, flushed and tested the water mains that were constructed within the development.
 - ESWA will install the domestic and fire service laterals for the 43 units that are Phase I once the Connection Fee Deposits are paid for the laterals.
- Woodridge Falls
 - Ongoing project in Palmer Twp.

Customer Service

- Turn Off for Repairs – 15 Total
- Turn Off & Removal for Final – 17 Total
- Turn Off & Removal (Seasonal) – 0 Total
- Turn Off for Insufficient Funds – 2 Total

- Turn Off for Non-Payment of Sewer – 2 Total
- Turn Off for Non-Payment of Water – 22 Total
- Turn Off for Violations (Meter Changes) – 1 Total
- Turn On – 39 Total

At this time, Erin Rapp, Customer Relations Manager, discussed the following graph: 2010 Collections Information. The customer information was broken down by sections and displayed Bills Issued, Past Due Notices, Shut-off Notices, and Terminations. The current percentage of ESWA customers paying their bills on time is 94.5%.

Financing

- H20 Grant Program –meeting is scheduled for March 16, 2011.
- Lafayette Note B – closing schedule for March 23, 2011.

Marcellus Shale/ Gas Drilling

- ESWA will be monitoring radionuclide and radiological contamination every six months in the Delaware River.

Security

- DEP has set new safety guidelines for water operators in Pennsylvania.
- The Authority has a total of 19 licensed operators.

PMAA Board Meeting Training Conference

- Annual Board Member Training Conference that reviews topics such as Sunshine Laws, By-laws, and other municipal topics.
- Mr. Versink and Mr. Colton, Board Members, will be assisting the Board by reviewing existing Authority By-laws.

Business & Commerce Association of Forks

- Mr. Lockard, Board Member stated that he attended the Business & Commerce Association of Forks (BCAF) lunch on March 8, 2011. Forks Township hosted a “State of the Township Address”, which discussed new projects specifically located in Forks Township.

On a motion from Mr. Churchman, seconded by Mr. Bergren, requisitions were approved for payment March 14, 2011 (items 3346 - 3359, totaling \$ 353,326.08). No public comment was received.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Bergren, Lockard, Moorehead, Poswistilo, Veresink, Cain (Chairman) (8)

Nays: None

Roy White stated that Total Funds on Deposit totaled \$ 3,815,566.73 on January 31, 2010, and \$ 4,096,340.40 on February 28, 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 current Authority projects, financing issues, security training, and concerns regarding the Marcellus Shale.

Budget & Finance Committee –

Mr. Bergren, Chairperson, stated that the 2011-2015 Five Year Operating Budget was mailed to the Budget & Finance Committee for review. A meeting to review the budget will be discussed after the Board meeting.

At this time, Stephanie Kinsell, Business Manager, discussed the 2011 Project Status Report, Debt Obligations (revised 3/1/2011), Capital Improvements Fund Sheet for period February 1, 2011 to February 28, 2011, and the Income Statement – Budget Comparison Sheet.

Pension Committee –

Mr. Bergren, Chairperson, stated that the Pension Committee will meet on Thursday, March 17, 2011. Authority staff has forwarded financial materials that should be reviewed prior to the meeting.

Personnel Committee –

No Report.

Risk Management Committee –

No Report.

Building Committee –

No Report.

Security Committee –

No Report.

REPORT OF SOLICITOR

Attorney Walters, Solicitor, stated that he has two legal items to discuss. First, the Authority is scheduled to have a loan closing settlement with Lafayette Ambassador Bank for \$ 2.63 million, affirming an existing resolution that the Board made last year. Second, the Authority has completed litigation procedures in a case involving damaged property in the West Ward section of the City of Easton. Craig Swinsburg was the official representation for the Authority in this case. Attorney Walters stated that he will keep the Board aware of any future actions regarding this particular case.

UNFINISHED BUSINESS

On a motion from Mr. Veresink, seconded by Mr. Churchman, the Authority approved the engineering proposal for design and construction management services from Barry Isett & Associates regarding Americans with Disabilities Act Ramps in the City of Easton. The contract shall not exceed \$ 137,820.00 and has a construction completion date of October 2011. No public comment received.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Bergren, Lockard, Poswistilo, Veresink, Cain (Chairman) (7)

Nays: None

Abstain: Moorehead

On a motion from Mr. Lockard, seconded by Mrs. Poswistilo, the Authority approved a previously passed resolution for the term and conditions of Lafayette Ambassador Bank Note B in the amount of \$ 2.63 million.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Bergren, Lockard, Moorehead, Poswistilo, Veresink, Cain (Chairman) (8)

Nays: None

NEW BUSINESS

No Report.

EXECUTIVE SESSION

The Board entered into Executive Session at 4:23 PM to discuss contractual and personnel matters and resumed its regular meeting at 4:37 PM.

ADJOURNMENT

4286

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:39 PM. No public comment was received.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Bergren, Lockard, Moorehead, Poswistilo, Veresink, Cain (Chairman) (8)

Nays: None

Respectfully Submitted

Hillary C. Weiss
Recording Secretary