

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

**Easton, PA
Monday
October 11, 2010
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
Charles W. Churchman
R. Kirkwood Colton
Donald W. Lockard
Michael G. Moorehead
Margaret H. Poswistilo
Theodore J. Veresink
Timothy A. Cain (Chairman)

Absent:

Also in attendance were Roy A. White, Executive Director; Craig Swinsburg, Assistant Executive Director; Stephanie Kinsell, Business Manager, Erin Rapp, Customer Relations Manager; Tim Ryan, IT Manager; Thomas Walters, Lewis & Walters; Carl Fleming, Palmer & Company; Rachel Govelovich, Gannett Fleming, Inc.

ACTION ON MINUTES

On page, 4235, Action on Minutes should read: "Mr. Bergren, Chairperson, stated that the **Finance** Committee met prior to the Board Meeting to discuss several business items including Project Financing for the City of Easton Project and Authority Rate Information."

On page, 4238, Manager's Report should read, "On a motion from **Mr. Barefoot**, seconded by Mr. Colton, the September requisitions (items 3287 – 3292, totaling \$160,444.18) were approved."

On a motion from Mr. Veresink, seconded by Mr. Moorehead, the minutes of September 13, 2010 were approved as presented. No public comment was received.

Motion adopted by the following vote:

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

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 September 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 four new services, seven service replacements, and twenty two service changeovers in September.

Main Installation

- There was a total of 4,777' of main installed in September.

Curb Box Maintenance

- There were two curb boxes repaired in September.

Main Breaks

- There were four main breaks in September.
- The Authority uses data loggers now to find leaks in the system.

Hydrants

- Two new hydrants were installed, and one hydrant was replaced in September.

Water Treatment Plant Project

- Completion timeline and punch list items still ongoing.

- Project should be complete by the end of the year.
- SCADA system items still being worked on.
- Hydraulic profile design concerns with wastewater system being evaluated.
- Chemical transfer pumps appear not to be compatible with chemicals being handled.
- Security system loop memory not acceptable.
- Final PADEP and code inspections are being scheduled.

Woodridge Falls III Project (Palmer Twp.)

- Water Main Installation began in late August and is expected to continue off and on for the next few months.
- The developer has paid for the service laterals to be installed on the first 20 lots in the townhome section of the project. Each lot will have a single 1" service tapped from the water main to feed a 1" fire line and 3/4" domestic service.

Delaware Terrace Project – City of Easton

- The onsite water system has been installed and tested, and the installation of service laterals has begun.

Kleinmans Street Water Main Replacement

- All water system work has been completed.
- Pavement restoration should be performed the week of October 11, 2010.

City of Easton Infrastructure Improvement Project

- The Notice to Proceed for Contract I, Parts B and C (Joao & Bradley) was issued on September 20, 2010.
- The Notice to Proceed for Contract I, Part A and the two contracts for the pumping station will be issued once the contractor's schedule is finalized.
- Joao & Bradley began work on Lincoln St. (Part B, South Side) on September 20, 2010, completing the installation of the water main on Lincoln St. on September 29, 2010.
- Joao & Bradley began work on 7th St. (Part C, West Ward) on September 27, 2010 and are presently working on installing the water main on Wolf Avenue.
- Joao & Bradley began work on Wilkes Barre St. on September 28, 2010 and are presently working on installing the water main on Wilkes Barre St.
- Anrich (Part A, College Hill to Downtown) is anticipating having a small crew come in the week of October 18, 2010 to excavate test pits along the proposed water main route.

Palmer Tank Project

- No update.

Flushing

- The North High North Flushing Program began on August 11, 2010 and was completed on September 15, 2010. This includes the northern area of Forks Township.

- The North High South Flushing Program began on September 16, 2010 and was completed on October 4, 2010. This includes the southern area of Forks Township.
- The 15th Street Flushing Program began on October 4, 2010 and should be completed in late October.
- The Lower Nazareth System will be flushed once the 15th Street System has been completed.
- Flushing year-to-date total is: 26,855,071 gallons.
- The Authority has not flushed the City of Easton this year. The Authority will first create a valve program before flushing this particular area.

Board Member Website Section

- Each Board Member will have the ability to review Board Minutes, Financials, Engineer's Reports, Calendar Events, and Contact Information on the Authority's website on the Board Member Section: www.eswater.net

Meters

- New Meter Installations totaled nine, and reinstalled meters totaled ten in September. Meter Changes totaled 164, and MTU Installations totaled 130 in September.

Customer Service

- Turn Off for Repairs – 14 Total
- Turn Off & Removal for Final – 18 Total
- Turn Off for Insufficient Funds – 1 Total
- Turn Off for Non-Payment of Sewer – 19 Total
- Turn Off for Non-Payment of Water – 24 Total
- Turn On – 57 Total

Energy Curtailment Program

- Required one hour outage and use of generators on August 19th, 2010.
- Authority utilized generator power at the water treatment plant, as well as Knox Ave., Wood Ave., and North High pumping stations.
- Authority will receive monthly checks of \$ 4,790.00 for the next 12 months for our ability to curtail power during power emergencies

Energy Procurement

- Agreement with energy consultant has been entered into.
- The Authority will be developing a plan to bid out energy requirements with energy companies.

On a motion from Mr. Bergren, seconded by Mr. Moorehead, the October requisitions (items 3293– 3302, totaling \$ 257,768.84) were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Roy White stated that Total Funds on Deposit totaled \$ 4,090,907.38 on August 31, 2010, and \$4,089,364.08 on September 30, 2010.

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss several routine business matters including Authority financing and legal issues.

Budget & Finance Committee –

Mr. Bergren, Chairperson, stated that the Budget & Finance Committee will meet on Tuesday, October 19th at 2:00 pm. Mr. Bergren stated the budget will be distributed to the Board for review at the November Board meeting. The Authority would like the budget approved at the December Board meeting.

At this time, Stephanie Kinsell discussed the October 2010 Project Status Report, Debt Obligations (revised 9/30/2010), 2010 Cash Flow Forecast, and the August 2010 Income Statement – Budget Comparison Sheet.

Mr. Roy White stated that he would like a statement from Lafayette Bank stating that the fixed rate for five years has been agreed upon. The Authority does have a contract with the bank, but should still receive a letter.

Pension Committee –

Mr. Bergren, Chairperson, explained that he will meet with Roy White at a later time to discuss pension items.

Personnel Committee –

No Report.

Risk Management Committee –

No Report.

Building Committee –

No Report.

Security Committee –

No Report.

REPORT OF FINANCIAL ADVISOR

At this time, Carl Fleming discussed the Capital Improvement Fund Sheet for the period September 1st, 2010 to September 30th, 2010.

Mr. Bergren stated that the Authority is looking at a CD that will go from 9 months to 36 months. The Authority can withdraw the money and receive no penalty. Either Roy White or Stephanie Kinsell will contact Lafayette Bank.

REPORT OF SOLICITOR

Mr. Thomas Walters stated that a motion will need to be made to execute the Authority's office expansion documents for transmission to Palmer Township. Palmer Township is proposing a bike path on Hartley Avenue. The Authority will contact Palmer Township before making any decision or motion on this matter. Mr. Thomas Walters will provide the Board with an update at the November Board meeting.

Mr. Thomas Walters and Mr. Craig Swinsburg attended the hearing before the Board of Revenue Assessment Appeals last month, and the land surrounding the South Side Pumping Station will continue to be tax free with regards to payment of real estate taxes.

The Inter Creditor Agreement has been holding up our ability to schedule or complete any of the refinancing agreements for the City of Easton Project. As of Thursday, October 7th, 2010, the Inter Creditor Agreement was signed, and the Authority now has an agreement with all parties.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

No Report.

EXECUTIVE SESSION

The Board entered into Executive Session at 4:18 PM to discuss administrative matters and resumed its regular meeting at 5:15 PM.

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:18 PM. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Hillary C. Weiss
Recording Secretary