

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

**Easton, PA
Monday
December 10, 2012
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: Robert J. Bergren
 Timothy A. Cain (Chairman)
 Donald W. Lockard
 Margaret H. Poswistilo
 Theodore J. Veresink
 Robert Walker

Absent: Wayne Barefoot
 R. Kirkwood Colton
 Michael G. Moorehead

Also in attendance were Roy A. White, Executive Director; Craig Swinsburg, Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor, Lewis & Walters; Rachel Govelovich, Gannett Fleming Inc.; Erin Rapp, 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 Mrs. Poswistilo, the minutes of November 13, 2012 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Lockard, Poswistilo, Veresink, Walker, Cain (Chairman) (6)

Nays: None

REPORT OF ENGINEER

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

REPORT OF EXECUTIVE DIRECTOR

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

- New Services
 - 28 – ¾" Domestic/1" Fire (Lower Nazareth Township, Trio Farms Phase II)
 - 12 – ¾" Domestic/No Fire (Lower Nazareth Township, Trio Farms Phase II)
 - 1 – 6" Fire 999 Conroy Place (Forks Township, Northampton County Records Storage)
 - 1 – 6" Fire 4431 Easton Avenue (Bethlehem Township, Blue Grill)
- Main Breaks
 - 6" – 3741 Timberlane Drive (Palmer Township, 2 radial breaks, 21 feet apart)
 - 6" – 3111 Hodle Avenue (Bethlehem Township, radial break)
 - 6" – 4515 Bayard Street (Bethlehem Township, radial break)
- Repaired Hydrants
 - Butternut Lane & Virginia Street (Palmer Township, replaced bonnet gasket & O-rings)
 - 1328 Camelot Drive (Palmer Township, replaced bonnet gasket & O-rings)
 - Melanie Street & Peggy Street (Palmer Township, replaced bonnet gasket, O-rings & friction washer)
 - Fairview Drive & Hollow View Drive (Forks Township, replaced bonnet gasket & bonnet O-ring)
- Replaced Hydrants
 - 12th Street & Spring Garden Street (City of Easton, replaced leaking hydrant.)
- Valves
 - Repaired
 - 6" – 4475 Bayard Street (Bethlehem Township, replaced bonnet bolts)
- Curb Box Maintenance
 - 1 – ESWA
- Service Information
 - New Meters Installation
 - 6 – 5/8" COE

- 13 – 5/8” ESWA
 - 6 – 1” ESWA
 - Reinstall Meter
 - 3 – COE
 - 3 - ESWA
 - Meter Changes
 - 7 – 5/8” COE
 - 24 – 5/8” ESWA
 - 1 – 1” ESWA
 - 1 – 1-1/2” ESWA
 - 2 – 4” ESWA
 - MTU’s
 - 28 - COE
 - 137 - ESWA
 - Turn Off for Repairs
 - 2 – COE
 - 9 - ESWA
 - Turn Off and Remove for Final
 - 9 – COE
 - 9 - ESWA
 - Turn Off and Remove (Seasonal)
 - 9 – COE
 - 29 - ESWA
 - Turn Off for Insufficient Funds
 - 3 - ESWA
 - Turn Off for Non-Payment of Water
 - 17 - COE
 - 2 - ESWA
 - Turn On
 - 18 – COE
 - 18 - ESWA
- Authority Projects
 - City of Easton Improvements
 - Contract I: Part A
 - The final pay estimate is ready for approval at today’s meeting.
 - Davis Street Pumping Station
 - The final pay estimate for both contracts is ready for approval at today’s meeting.
 - Wilden Acres Phase II Improvements
 - The survey work for the proposed bike path water main and easement has been completed by Keystone Consulting Engineers.
 - ESWA staff is working with Palmer Township on the alignment of the water main and easement boundaries. Once the alignment and boundaries have been agreed to, Keystone will complete the plan and description for the easement.

- Palmer Tank Painting and Modifications
 - The tank was placed back into service on Wednesday, November 21, 2012.
 - Plainfield Tank Painting and Modifications
 - ESWA staff took the tank out of service and began draining the tank on October 18th, 2012.
 - The steel work has been completed and the exterior of the tank has been primed.
 - The contractor is working to complete the blasting and painting of the interior of the tank.
 - Due to weather conditions, it is likely that the intermediate and final coat will not be put on the exterior until spring; however, the tank will be placed back in service once the interior has been completed and tested. The tank will then be taken out of service when weather conditions permit the exterior to be completed.
 - Palmer Tank Altitude Valve Chamber
 - The valve chamber was ordered and ESWA is hoping for delivery and installation by the end of the year.
 - The remainder of the piping work will be completed once the chamber is installed.
 - Once the chamber is installed, the electrical service and SCADA equipment must be relocated to the new chamber.
- Water Treatment Plant
 - High Service Pump Replacement
 - \$316,000
 - Negotiation with Fairbanks Morris
 - Other Unresolved Project Issues Being Dealt With
 - Filter Plant Performance Evaluation in February 2013
 - Administration
 - 2013 Operating and Capital Budgets – Board Action
 - 2013 – 2017 Operating Budget Submitted to Finance Committee
 - 2013 Wage Recommendations – Board Action
 - 2013 Medical Insurance
 - Roof Replacement - \$227,700
 - Discussion with Travelers Insurance
 - Unmetered Revenue Policies

APPROVAL OF REQUISITIONS

On a motion from Mr. Lockard, seconded by Mr. Bergren, requisitions were approved for payment December 10, 2012 (items 3575-3582, totaling \$331,277.61). No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Lockard, Poswistilo, Veresink, Walker, Cain (Chairman) (6)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss routine business matters as well as Roy's compensation for 2013, upcoming term expirations for Officers of the Board, and two terms of Board Members that expire in January 2013. Nomination letters to the Mayor will be prepared for Mr. Lockard and Mr. Cain whose terms expire January 2013. The nominating committee for Board Officers will be discussed under New Business.

Budget and Finance –

Mr. Bergren, Chairperson, stated that the 2013 Operating and Capital Budgets were discussed at November's Board Meeting, and if the board members had no further questions, the budgets were ready to be approved by the Board.

On a motion from Mr. Bergren, seconded by Mr. Walker, the 2013 Operating and Capital Budgets were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Lockard, Poswistilo, Veresink, Walker, Cain (Chairman) (6)

Nays: None

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: November 2012 Project Status Report, November 30, 2012 Funds on Deposit, Cash Flow Forecast 2012, and Income Statement – Budget Comparison for October 2012.

Pension Committee –

Mr. Bergren, Chairperson, stated that the Pension Committee would like to have the Authority's Investment Advisor meet with them in early 2013.

Personnel Committee –

Mr. Lockard, Chairperson, stated that the committee met to discuss wage recommendations and that they were around 2½ to 3%, and also included increases for merit and promotion. Wage recommendations will be discussed in executive session later today.

At this time, Mr. Cain, Chairman of the Board stated that the Executive Committee did discuss Roy's compensation in their meeting earlier today, and that will be discussed in executive session later today.

Risk Management Committee –
No Report.

Buidings and Properties Committee –
No Report.

REPORT OF SOLICITOR

Attorney Walters reported that the Ziegler case has been settled for \$55,000. The Authority will be paying its deductible of \$10,000 and Travelers Insurance will be paying the balance.

Attorney Walters also reported that the board will need to take action on an easement along the Palmer and Bethlehem Township bike path.

On a motion from Mr. Veresink, seconded by Mrs. Poswistilo, the board authorized the acquisition for nominal consideration approximately 1750' in length by 20' in width easement along the Palmer and Bethlehem Township bike path, as well as a construction easement in the same area. No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Lockard, Poswistilo, Veresink, Walker, Cain (Chairman) (6)

Nays: None

Attorney Walters also reported that action would need to be taken to solidify the Authority's Unmetered Revenue Policy. The policy is already in place but needs to be put into writing in the Authority's Rules and Regulations. A copy of the policy is attached.

On a motion from Mr. Walker, seconded by Mr. Veresink, the Unmetered Revenue Policy was approved, effective January 1, 2013. No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Lockard, Poswistilo, Veresink, Walker, Cain (Chairman) (6)

Nays: None

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

Mr. Cain, Chairman of the Board stated that the five officer positions of the board will need to be elected in January 2013. A nominating committee has been formed consisting of Mr. Veresink as Chairperson and Mr. Walker as a member of the committee.

Mr. Cain, Chairman of the Board also stated that Mr. Moorehead will be resigning his position on the Board due to being unable to attend future meetings. The position is a City of Easton position, and must be filled by a tax payer from the City of Easton. The board will be searching for a replacement for this position to recommend to the Mayor.

The Board entered into Executive Session at 4:24pm to discuss wage recommendations.

The Board came out of Executive Session at 5:00pm.

On a motion from Mr. Lockard, seconded by Mr. Bergren, the Board accepted the 2013 wage and salary increases as recommended by the Personnel Committee, and the Executive Director's compensation for 2013 as recommended by the Executive Committee, taking effect January 1, 2013. No public comment received.

Motion adopted by the following vote:

Yeas: Bergren, Lockard, Poswistilo, Veresink, Walker, Cain (Chairman) (6)

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Lockard, the meeting was adjourned at 5:02 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Lockard, Poswistilo, Veresink, Walker, Cain (Chairman) (6)

Nays: None

Respectfully Submitted

Erin L. Rapp
Recording Secretary