

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

**Easton, PA
Monday
February 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
Michael G. Moorehead
Margaret H. Poswistilo
Theodore J. Veresink
Timothy A. Cain (Chairman)

Absent: Wayne Barefoot
Robert J. Bergren
Donald W. Lockard

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. Hillary C. Weiss, Recording Secretary

ACTION ON MINUTES

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

Motion adopted by the following vote:

Yeas: Churchman, Colton, Moorehead, Poswistilo, Veresink, Cain (Chairman) (6)

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 January 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 3 new services in January.
 - 1 – ¾" – 704 Oakwood St. (Palmer Twp.)
 - 1 – ¾" – 7481 Township Line Rd. (Upper Nazareth Twp.)
 - 1 – 1" – West Hilton St. (Borough of Glendon)
- There were 2 service replacements in January.
 - 2 – ¾" – 119 & 121 Park Ave. (City of Easton) - Replaced lead service
- There was 1 service removal in January.
 - 1 – ¾" – 1143 Pine St. (City of Easton) – Unused leaking service

Main Breaks

- There were 8 main breaks in January.
 - 8" – George St. (Forks Twp.) – Longitudinal Break
 - 8" – 407 Peach Tree Trail (Forks Twp.) – Radial Break
 - 6" – 278 Grant St. (City of Easton) – Universal Joint
 - 6" – 502 Apple Hill Dr. (Forks Twp.) – Radial Break
 - 6" – 3740 Sycamore St. (Palmer Twp.) – Radial Break
 - 6" – 1202 Williamson St. (Palmer Twp.) – Radial Break
 - 6" – 3617 Nicholas St. (Palmer Twp.) – Radial Break
 - 4" – 1075 W. Berwick St. (City of Easton) – Radial Break

Replaced Hydrants

- There was a total of 1 replaced hydrant installed in January.
 - Old Philadelphia Rd. & St. John St. (City of Easton) – Hit by Car

Water Treatment Plant Project

- Completion timeline and punch list items still ongoing. Project should be complete sometime in 2011.
- Additional items being addressed:
 - Excessive wear already on impeller assemblies for High Service pumps. All 9 new pumps to be inspected.

- There will be a meeting in Kansas City to discuss pump problems with quality control, assembly manufacturing, and testing.
- Raw water pump #4 still not meeting flow requirement. This will be addressed on Kansas City trip.
- Security system meeting appears to have resolved several issues. Concerns about components left out of design that was requested by ESWA being discussed.
- PADEP inspection was successful and an Operation Permit was issued. Plant has a capacity rating of 16.0 MGD. However, DRBC will only allow a river withdrawal rate of 13.0 MGD.
- SCADA System design discrepancies are being evaluated. What was designed and required in specifications by GF electrical design department does not concur with what was designed by the mechanical design department.

City of Easton Infrastructure Improvement Project

- Part A:
 - The contractor has completed the installation of the 24" water main on Cattell St. & College Ave. between High St. & McCartney St.
 - 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.
- Parts B & C:
 - Water System work has been completed on Lincoln St., Wilkes Barre St., Wolf Ave., and Butler St.
 - The contractor completed the installation of the water main on Bushkill Dr. Water main testing will be performed as weather permits.
 - The contractor completed the installation of the water main on Williams St. on January 14, 2011.
 - The contractor completed the installation of the water main on Berwick St. on February 8, 2011.
 - The contractor started reconnecting the water laterals on Williams St. to the new water main on February 9, 2011 and hopes to be completed with the water system work on Williams St. by February 18, 2011.
 - Once the water system work on Williams St. is completed, the contractor will be pulling the crew from the project for approximately one month to complete another project and then will return to complete the water system work on Berwick St. and 9th St.
- Davis St. Pumping Station:
 - The connections to the existing 16" water main for the new suction and discharge piping were made the week of February 7, 2011.
 - The contractor will be working on completing the site piping and the building sub-grade and footer over the next few weeks.

Palmer Tank Project

- Carroll Engineering provided preliminary plans and specifications to the Authority for review at the end of December.
- The Authority staff hopes to advertise the project in the spring with the work being completed in either the summer or the fall.

Meters

- New Meter Installations – 4 Total
- Reinstalled Meters – 11 Total
- Meter Changes – 65 Total
- MTU Installations – 130 Total

Customer Service

- Turn Off for Repairs – 13 Total
- Turn Off & Removal for Final – 0 Total
- Turn Off & Removal (Seasonal) – 2 Total
- Turn Off for Insufficient Funds – 0 Total
- Turn Off for Non-Payment of Sewer – 11 Total
- Turn Off for Non-Payment of Water – 34 Total
- Turn Off for Violations (Meter Changes) – 1 Total
- Turn On – 49 Total

At this time, Erin Rapp, Customer Relations Manager, discussed the following graphs: Billing, Termination of Service, Website Visits by Individuals, and Website Hits to all Pages. Reverse 911 phone calls and shut off notices increase the Authority's customer website use.

Financing

- H2O Grant Program – no action taken at the January 13, 2011 meeting. Next meeting is scheduled for March 16, 2011.

Asset Management Plan

- Legislation for the Water and Wastewater Infrastructure Sustainability Act has not occurred yet.
- ESWA is moving forward by: Compiling Asset Inventory, Assessing Condition of Assets, and Assigning Risk to Assets.

Developments

- Woodridge Falls – Palmer Twp. – ongoing
- Trio Farms – Lower Nazareth Twp. – installing force sewer main

Employee Wellness Program

- Being developed by ESWA personnel

Five Year Operating Budget

- Submitted to Finance Committee for review

On a motion from Mr. Churchman, seconded by Mr. Moorehead, the February requisitions were approved (items 3334 - 3345, totaling \$ 854,203.61). No public comment was received.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Moorehead, Poswistilo, Veresink, Cain (Chairman) (6)

Nays: None

Roy White stated that Total Funds on Deposit totaled \$ 4,074,531.87 on December 31, 2010, and \$ 3,815,566.73 on January 31, 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 and the Board meeting agenda.

Budget & Finance Committee –

Mr. Cain stated that the Budget & Finance Committee will meet to discuss the Authority's 5 year budget.

At this time, Stephanie Kinsell, Business Manager, discussed the February 2011 Capital Project Status Report, Debt Obligations (revised 2/9/2011), Capital Improvements Fund Sheet for period January 1, 2011 to January 31, 2011, and the Income Statement – Budget Comparison Sheet for the period January 1, 2010 to December 31, 2010.

Pension Committee –

Mr. Cain stated that the Pension Committee meeting on January 31, 2011 was cancelled due to weather; however, a new meeting has been scheduled for 3:00 pm on Thursday, March 17, 2011.

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 an item to address in Executive Session.

Mr. White, Executive Director, explained to the Board that he and Attorney Walters will be meeting with the City of Easton to discuss sewer shut-off matters.

UNFINISHED BUSINESS

Mr. Cain, Chairperson, stated that a letter has been sent to the Mayor of the City of Easton for his nomination to city council regarding Mr. Veresink's reappointment to the Board.

The Authority will take the Palmer Tank out of service for two weeks for maintenance. The ladder and "man entrance" on the tanks will be updated, and the tank will be painted at a cost around \$ 200,000; that can be found in the Operating Budget.

Mr. White, Executive Director, discussed his knowledge of hydraulic drilling fracturing and The Marcellus Shale to the Board, and stated that he will be attending a conference hosted by the Sustainability division of the Delaware River Basin Commission next month.

NEW BUSINESS

No Report.

EXECUTIVE SESSION

The Board entered into Executive Session at 4:30 PM to discuss a legal case and resumed its regular meeting at 4:38 PM.

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:40 PM. No public comment was received.

Motion adopted by the following vote:

4278

Yeas: Churchman, Colton, Moorehead, Poswistilo, Veresink, Cain (Chairman) (6)

Nays: None

Respectfully Submitted

Hillary C. Weiss
Recording Secretary