

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

**Easton, PA
Monday
January 10, 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: 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: Wayne Barefoot

Guest: None

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; Chuck Wilson, Miller Environmental; Rachel Govelovich, Gannett Fleming, Inc. Hillary C. Weiss, Recording Secretary

ACTION ON MINUTES

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

Motion adopted by the following vote:

Yeas: Bergren, Churchman, Colton, 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 December 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 was 1 new service in December.
 - 1 – ¾" – 4016 Farmersville Rd. (Bethlehem Twp.)
- There were 3 service replacements in December.
 - 1 – ¾" – 4664 Ash Dr. (Lower Nazareth Twp.) - Replaced leaking plastic service
 - 1 – ¾" – 210 N. 11th St. (City of Easton) - Replaced leaking lead service
 - 1 – ¾" – 2401 Victor St. (City of Easton) - Replaced leaking lead service

Main Breaks

- There were 10 main breaks in December.
 - 8" – 1811 Meadow Lane Dr. (Forks Twp.) – Longitudinal Break
 - 8" – 325 S. 22nd St. (Wilson Borough) - Universal Joint
 - 6" – Arndt Rd. (Forks Twp.) – Radial Break
 - 6" – 208 Kendon Dr. (Palmer Twp.) – Radial Break
 - 6" – 139 James Dr. (Lower Nazareth Twp.) – Radial Break
 - 6" – 3329 Bridle Path Rd. (Palmer Twp.) – Radial Break
 - 6" – 263 Milton St. (City of Easton) – Universal Joint
 - 6" – 105 Spring St. (West Easton) – Old repair band was leaking
 - 4" – 1203 Chidsey St. (City of Easton) – Radial Break
 - 3" – 22 N. 6th St. (City of Easton) – Longitudinal Break

Main Installation

- There was a total of 392' of main installed in December.
 - Vineyard Corner: (Wagner Farms: CVS & Apartment Building)
 - 360' of 8" in an easement
 - 32' of 6" in an easement (hydrant laterals)

Private Hydrants

- There was a total of 2 private hydrants installed in December.
 - Vineyard Corner (Wagner Farms: CVS & Apartment Building)

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.
 - Hydraulic profile design concerns with wastewater system. Proper PADEP permits may not be in place.
 - Chemical transfer pumps not compatible with chemical being handled. Raw water pump #3 still not meeting flow requirement. This will be addressed on Kansas City trip.
 - Final inspection by PADEP scheduled for January 13th, 2011

City of Easton Infrastructure Improvement Project

- Part A:
 - The contractor began installing the water main on Cattell St. and has completed the water main installation on Cattell St. from High Street to College Ave.
 - The contractor will be working on installing the 24" water main on College Ave., starting at Cattell St. and working towards N. 3rd St.
 - Contractors have completed the wet taps of the exiting 16" water main on High St. at Cattell St. as well as on McCartney St. at College Ave.
- 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. on December 20, 2010. Water main testing will be performed as weather permits.
 - The contractor began installing the water main on Williams St. on December 21, 2010. The installation of the water main on Williams St. should be completed the week of January 10, 2011.
 - Once the water main installation is completed on Williams St., the contractor will begin the water main installation on Berwick St.
 - Once the water main installation is completed on Berwick St., the contractor will perform the water service and water main connections on Williams St.
 - After the water service and water main connections are completed on Williams St., the contractor will perform the water service and water main connections on Berwick St.
- Pumping Station:
 - Demolition of the house at 285 W. Nesquehoning St. was completed in early December.

- The contractor plans to make the connections for the new suction and discharge mains to the existing 16” water main on Davis St. the week of January 10, 2011.
- Once the underground piping is completed, the contractor will build up the sub grade to pour the footers and foundation for the pump station.

Palmer Tank Project

- Carroll Engineering provided preliminary plans and specifications to the Authority for review at the end of December.

Flushing

- No flushing was performed in December.

Meters

- New Meter Installations totaled 7, and reinstalled meters totaled 5 in December.
- Meter Changes totaled 73, and MTU Installations totaled 60 in December.

Customer Service

- Turn Off for Repairs – 10 Total
- Turn Off & Removal for Final – 13 Total
- Turn Off & Removal (Seasonal) – 5 Total
- Turn Off for Insufficient Funds – 1 Total
- Turn Off for Non-Payment of Sewer – 29 Total
- Turn Off for Non-Payment of Water – 20 Total
- Turn Off for Violations (Meter Changes) – 0 Total
- Turn On – 61 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.

Financing

- H2O Grant Program – Board Meeting scheduled for January 13, 2011.
- Lafayette Bank Loan – Note B (City of Easton ADA Ramps)
 - Closing to be determined.

Power Contracts

- Procurement – slight reduction in PUC mandated Gross Receipts Tax
- Curtailment
 - Re-enrolled with Converge Inc. for June 1, 2011 to September 30, 2011.
 - Will receive 88% of PJM market price 85% in 2011, next closest bid 72%.

Asset Management Plan

- Will be reintroduced in 2011: rating water assets and determining useful life
- PMAA lobbying for changes

Residential Sprinkler System

- State House failed to act on one year moratorium for single residential homes, therefore code became effective January 1, 2011.
- ESWA Procedure
 - Two lines will be installed to the home; domestic service and fire service
 - Meter will be installed for each line
 - Domestic meter will be at current usage rates
 - Fire line meter will only be billed if usage is registered
- The costs of the new sprinkler requirements for the builder can range between \$10,000 to \$15,000 per home.

Developments

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

On a motion from Mr. Moorehead, seconded by Mr. Lockard, the January requisitions were approved (items 3324 - 3333, totaling \$ 750,763.75). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Roy White stated that Total Funds on Deposit totaled \$ 3,919,408.24 on November 30, 2010, and \$ 4,074,531.87 on December 31, 2010.

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 the City of Easton Project, Water Treatment Plant Project, and other routine business matters.

Budget & Finance Committee –

Mr. Bergren, Chairperson, stated that the Budget & Finance Committee did not meet in the month of December.

At this time, Stephanie Kinsell, Business Manager, discussed the January 2011 Project Status Report, Debt Obligations (revised 12/31/2010), 2010 Cash Flow Forecast, and the Income Statement – Budget Comparison Sheet for November 2010.

Pension Committee –

Mr. Bergren, Chairperson, stated that the Pension Committee will meet before the February Board Meeting.

Personnel Committee –

No Report.

Risk Management Committee –

No Report.

Building Committee –

No Report.

Security Committee –

No Report.

At this time, Mr. Cain, Chairperson, stated that the Committee structure for the Board is usually reviewed in January. Mr. Cain stated that the Committee structures for 2011 will remain the same until Mr. Churchman retires.

REPORT OF FINANCIAL ADVISOR

At this time, Stephanie Kinsell, Business Manager, discussed the Capital Improvement Fund Sheet for the period 12/1/2010 to 12/31/2010.

REPORT OF SOLICITOR

Attorney Walters, Solicitor, stated that he will represent the Authority in a settlement conference over a case involving a broken water main located in the West Ward. The outcome of the case will be discussed at the February Board Meeting.

Attorney Walters, Solicitor, stated that he would like to discuss issues regarding negotiations between the Authority and a communications company that involves the Ferry Street Tank. This is a matter that will be discussed in more detail in Executive Session.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

At this time, Mr. White, Executive Director, stated that uncollectables for 2010 totaled \$931.40. The Authority budgeted \$2,400.00 for the 2010 year.

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.

EXECUTIVE SESSION

The Board entered into Executive Session at 3:57 PM to discuss the tank lease contract and resumed its regular meeting at 4:08 PM.

On a motion from Mr. Moorehead seconded by Mr. Veresink, the Easton Suburban Water Authority Board of Directors approved the execution of METRO PCS PA LLC to install an antenna system at 1563 Ferry Street in the City of Easton. No public comment received.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Bergren, the meeting was adjourned at 4:15 PM. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Hillary C. Weiss
Recording Secretary