

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

**Easton, PA
Monday
July 12, 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
Donald W. Lockard
Margaret H. Poswistilo
Theodore J. Veresink
Timothy A. Cain (Chairman)

Absent: R. Kirkwood Colton, Michael G. Moorehead

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, Solicitor; Mike Brown, Gannett Fleming, Inc.; Chuck Wilson, Miller Environmental; Hillary C. Weiss, Recording Secretary

ACTION ON MINUTES

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the minutes of June 14, 2010 were approved as presented. No public comment was received.

Motion adopted by the following vote:

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

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 June minutes for review prior to the Board Meeting. Updates were provided and reviewed.

The Easton Suburban Water Authority Board approved the Intent to Award at the June Board Meeting. The next action to be taken will be the Notice to Proceed after contracts are signed and PreClosing Letter is received."

REPORT OF MANAGER

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

Services

- There was a total of one new service, two service replacements and one service repair in June.

Main Breaks

- There were a total of two main breaks in June.

Replaced Hydrants

- There were a total of four hydrants replaced in June.

Curb Box Maintenance

- There were 3 curb boxes repaired in June.

Paving

- Paving was completed at the Knox Pumping Station and the Twin Reservoirs.

Water Treatment Plant Project

- SCADA system is being activated and the security system being put on-line.
- Motor Control Center will be completed tonight after a plant shut down.
- The recycle line will be complete after the lagoon is terminated. The amount of water we recycle cannot exceed 10% of our total production.
- 20% of punch list items have been addressed, and the punch list items may possibly be completed in September.

City of Easton Infrastructure Improvement Project

- Bids were opened on May 25th, 2010.
- Easton Suburban Water Authority and Gannett Fleming met with PennDOT personnel on June 16, 2010 to review the preliminary ramp design.
- PennDOT, Gannett Fleming and Easton Suburban Water Authority had two field meetings on June 29th and July 8th to review the proposed ramp location in the field to determine the appropriate ramp types for each corner, and to determine how to address different field obstacles.

- Easton Suburban Water Authority, Gannett Fleming and PennDOT felt the meetings were good to reduce the amount of comments related to the design as well as to reduce the amount of time that could be potentially spent on correspondence and design review.
- Easton Suburban Water Authority personnel are indentifying and operating valves that will need to be used when new water mains are connected to existing water mains, and for the abandonment of the existing water mains in the project area.

St. Luke's Project (Bethlehem Twp.)

- The contractor is planning on installing the redundant domestic to the hospital facility the week of July 19th.
- Easton Suburban Water Authority will invoice St. Luke's for the tapping fees for the service laterals once the work has been completed.

Woodridge Falls III Project (Palmer Twp.)

- The site contractor has begun work on the project; however, we are not aware of when water system work will begin.
- The builder of the townhouses has scheduled a meeting with Easton Suburban Water Authority on July 16th to review the proposed residential sprinkler system.

Trio Farms Project (Lower Nazareth Twp.)

- ESWA staff met with Ashley Development and builders that are being brought into the project. Work is anticipated to resume in the fall of 2010.

Delaware Terrace Project – City of Easton

- The onsite water system installation is ongoing and will continue off and on over the next few months.
- Easton Suburban Water Authority paved the trench on Charles Street the week of June 28, 2010.
- Final restoration will be performed by the Developer's contractor at a later date.

Magnolia Drive Water Main Replacement Project

- The paving of the trench was completed on June 10, 2010.
- Final restoration to be performed in either fall of 2010 or spring of 2011 based upon Township's approval.

Replacement of Morgan Hill Tanks

- The contractor attempted to complete the punch list items prior to the June 30, 2010 deadline provided by Easton Suburban Water Authority and Gannett Fleming; however, a few items were not completed.
- The Authority will move forward with completing these items with either Easton Suburban Water Authority personnel or subcontractors and back charge the contractor in the final pay estimate.
- The largest items to be completed is stabilizing and seeding some of the grass areas and banks around the tanks.

Flushing

- The Knox Ave. South Flushing Program began on April 20, 2010 and was completed on June 14, 2010. This includes the areas of Bethlehem and Palmer Townships that are south of Rt. 22 and east of Rt. 33.
- The Knox Ave. North Flushing Program will begin on June 15, 2010 and should be completed in the middle of July. This includes the southwest corner of Forks Township and the area of Palmer Township north of Seip Ave. and Park Ave.
- Once the Knox Avenue North System is completed, flushing will begin in the Knox Avenue Central System (the area of south of Seip Avenue and Park Avenue and north of Route 22). Year to Date Flushing Total: 14,589,698 gallons.

Meters

- New Meter Installations totaled 19, and reinstalled meters totaled 10 in June.
- Meter Changes totaled 46 and MTU Installation totaled 97 in June.

Customer Service

- Turn off for Repairs – 8 Total
- Turn Off & Removal for Final – 16 Total
- Turn Off for Insufficient Funds – 2 Total
- Turn Off for Non- Payment of Sewer – 27 Total
- Turn Off for Non-Payment of Water – 55 Total
- Turn Off for Violations (Meter Changes) – 8 Total
- Turn On – 85 Total

Property & Casualty/Workers Compensation Insurance

- Renewal is August 8, 2010

Water Tank Communication Lease Agreement

- Revenue versus System Integrity/Law Enforcement Requests

PENNVEST

- Conference Call is scheduled for June 17th, 2010. ESWA will discuss financial, legal, and loan closing details at this meeting.

Electrical Demand Response Program in place

- Revenue will be realized in September.

H2O Grant

- Submitted on July 1st, 2010 - \$ 5,614,450

Power Broking - LMP

- On-peak/Off-peak costs

Heat Wave

- July 1st – July 11th production in MGD (9.0, 9.3, 9.8, 9.9, 10.9, 1.5, 9.1, 7.2, 7.0)

Residential Fire Protection Code

- o Working on addendums to Rules and Regulations

On a motion from Mr. Barefoot, seconded by Mr. Lockard, the June requisitions (items 3268– 3276, totaling \$ 304,626.67) were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Roy White stated that Total Funds on Deposit totaled \$ 4,314,052.96 on May 31, 2010, and \$ 4,363,970.29 on June 30, 2010.

REPORT OF COMMITTEES

Executive Committee –

Mr. Bergren, Chairperson, stated that he Executive 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.

Budget & Finance Committee –

Mr. Bergren, Chairperson, stated that Roy White will forward rate information prior to the Budget & Finance Committee prior to the August Board Meeting.

At this time, Stephanie Kinsell discussed the Debt Obligations (revised 6/30/2010), July 2010 Project Status Report, May 2010 Income Statement – Budget Comparison Sheet, and the 2010 Cash Flow Forecast Sheet.

Pension Committee –

Roy White stated that Kurt Krisher has investment information that will need to be reviewed by the Pension Committee.

Personnel Committee –

No Report.

Risk Management Committee -

No Report.

Building Committee –

No Report.

Security Committee –

No Report.

REPORT OF FINANCIAL ADVISOR

At this time, Stephanie Kinsell discussed the Capital Improvement Fund Sheet for the period June 1st, 2010 to June 30th, 2010.

REPORT OF SOLICITOR

Mr. Thomas Walters stated he is waiting on documents from PENNVEST regarding sharing collateral for the City of Easton Infrastructure Project financing. In addition, Thomas Walters stated that he is in discussion with Lafayette Ambassador Bank regarding the three financial notes. Gannett Fleming will need to fill out project financial forms by August.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

At this time, Craig Swinsburg distributed and discussed a damaged curb stop that was struck by a falling power line.

ADJOURNMENT

On a motion from Mr. Veresink seconded by Mr. Churchman, the meeting was adjourned at 4:20 PM. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Hillary C. Weiss
Recording Secretary