

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

**Easton, PA  
Monday  
April 11, 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  
Wayne Barefoot  
Robert J. Bergren  
Donald W. Lockard  
Michael G. Moorehead  
Margaret H. Poswistilo  
Theodore J. Veresink  
Timothy A. Cain (Chairman)

Absent: None

Guest: None

Also in attendance were Roy A. White, Executive Director; Stephanie Kinsell, Business Manager, Erin Rapp, Customer Relations Manager; Thomas Walters, Lewis & Walters; Rachel Govelovich, Gannett Fleming Inc.; Hillary C. Weiss, Recording Secretary

**ACTION ON MINUTES**

Page 4281, under City of Easton Infrastructure Improvement Project section of the Management Report, “When the **contractor** returns, they will need to complete....”

Page 4284, under Budget & Finance Committee, “Mr. Bergren, Chairperson, stated that the 2011-2015 Five Year **Operating** Budget....”

On a motion from Mr. Colton, seconded by Mr. Veresink, the minutes of March 14, 2011 were approved as presented. No public comment was received.

Motion adopted by the following vote:

Yeas: Churchman, Colton, Barefoot, Bergren, 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 March 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 March.
  - 1 – ¾” – 1222 DeWalt Dr. (Forks Twp.)
  - 1 – 2” – 90 Mort Dr. (Forks Twp. – Famous Smoke Shop)
  - 1 – 8” – 90 Mort Dr. (Forks Twp. – Fire Service – Famous Smoke Shop)
  
- There were 7 service replacements in March.
  - 2 – ¾” – 126/ 128 Burke St. (City of Easton – replaced lead services)
  - 2 – ¾” – 2438/ 2440 Birch St. (Wilson – replaced lead services)
  - 2 – ¾” – 691/ 693 Prospect Ave. (City of Easton – replaced lead services)
  - 1 – ¾” – 304 Nazareth Pike (Lower Nazareth Twp. – replaced leaking plastic service)
  
- There was 1 service repair in March.
  - 1 – ¾” – 2738 Freemansburg Ave. (Palmer Twp. – damaged by UGI's contractor installing new gas main)

#### **Main Breaks**

- There were 4 main breaks in March.
  - 8” – 581 Nazareth Pike (Lower Nazareth Twp. – 8” A/C pipe broken in four spots).
  - 6” – Davis St. (City of Easton – 6” cast iron main broke where discharge piping for new pumping station was installed under the existing water main)
  - 6” – Lincoln St. & James St. (City of Easton – cast iron main broke in three locations due to void in road)
  - 4” – Monroe St. & Cattell St. (City of Easton – radial break)

Relocate Fire Hydrants

- There was 1 fire hydrant relocated in March.
  - James St. & Lincoln St. (City of Easton – relocated fire hydrant from southwest to southeast corner of the intersection as part of the water main break repair in the intersection)

Replace Hydrants

- There were 6 replaced hydrants installed in March.
  - Greenwood Ave. & Jones Blvd. (Palmer Twp. – replaced old Corey Hydrant)
  - Northwood Ave. & Tatamy Rd. (Palmer Twp. – replaced old Corey Hydrant).
  - 1222 Williamson St. (Palmer Twp. – replaced old Corey Hydrant)
  - Cibby St. & Emrick Terrace (Bethlehem Twp. – replaced old Corey Hydrant)
  - Milton St. & Iron St. (City of Easton – replaced old hydrant)
  - Rock St. & Folk St. (City of Easton – replaced old hydrant)
  - The Authority will be replacing approximately 20 hydrants in 2011, 15 of which will be located in the City of Easton service areas.

Water Treatment Plant Project

- Completion timeline and punch list items still ongoing with an unknown completion date.
- Items being addressed: High and low service pumps, SCADA, Security, Recycle system.

City of Easton Infrastructure Improvement Project

- Part A:
  - The contractor has completed the installation of the 24” water main on College Ave., and has installed the 24” water main on N. 3<sup>rd</sup> St. to the south side of the intersection with Bushkill Dr.
  - ESWA personnel will begin filling the 24” water main from High St. to Bushkill Dr. the week of April 11<sup>th</sup> with pressure testing and a bacteria testing occurring once the water main has been filled.
  - Once this section of water main has passed the required pressure and bacteria tests, the contractor will have a crew begin the service lateral and water main tie-ins on Cattell St.
  - The installation of the 24” water main on North 3<sup>rd</sup> St. between Bushkill Dr. and Bushkill St. will be performed at night due to the traffic congestion on North 3<sup>rd</sup> St.
  - Night work cannot be performed the week of April 11<sup>th</sup> due to scheduled events at Lafayette College. The night work in the N. 3<sup>rd</sup> street corridor area may begin as early as the week of April 18<sup>th</sup>, depending on the contractor’s schedule.
- Parts B & C:

- Water System work has been completed on Lincoln St., Wilkes Barre St., Williams St., Bushkill Dr., Wolf Ave., and Butler St.
- The contractor pulled the crew from the project on February 18, 2011, once the service laterals were completed on Williams St.
- The contractor's return to the project has been delayed to late April.
- When the contractor returns, they will first install the new water main on 9<sup>th</sup> St., and then will complete the water service reconnections and water main tie-ins on Berwick St.
- Once the work on Berwick St. has been completed, the contractor will return to 9<sup>th</sup> St. to complete the water service reconnections and water main tie-ins on 9<sup>th</sup> St.
- Davis St. Pumping Station:
  - All of the underground piping at the site has been installed and tested.
  - The footer for the new pump station was poured on March 7<sup>th</sup>.
  - The foundation for the new pump station was poured on March 10<sup>th</sup>.
  - The electrical contractor is completing the installation of the conduit under the floor and the concrete floor is scheduled to be poured on April 14<sup>th</sup>.
  - Once the floor is poured, the generator, motor control center, and pumps will be set in place and then the building construction will begin.
  - The new generator has a 20 year warranty.
- ADA Ramps:
  - Gannett Fleming submitted the final design to PennDOT for the ramps they designed within the PennDOT right of way, along with those ramps within City right-of-way that require PennDOT approval on March 11<sup>th</sup>.
  - The Authority approved the proposal of Barry Isett & Associates for the design and construction administration services related to the design of the ADA ramps in the City of Easton. The survey work began the week of March 21<sup>st</sup>, and the design is progressing.

#### Palmer Tank Project

- The Authority staff is reviewing the plans for the project and hopes to advertise for bids in the next few weeks. Flushing has begun in the Knox Ave. system and the Authority staff is planning to complete the flushing in the Knox Ave. system prior to the tank being taken out of service in order to minimize any potential impact on the customers.

#### Liebermann Terrace Water Main Improvements

- The Authority staff is continuing to work on the project and hopes to begin water main installation in the next few weeks.

#### Georgetown Road Water Main Improvements

- The Authority staff is continuing to work on the project and has met with Lower Nazareth Twp. to discuss the Authority's project and proposed street improvements by the township.

#### City of Easton Mapping

- Authority Distribution Department Personnel have been verifying water system mapping information in the City of Easton and attaining field measurements to update the Authority's GIS system. This information is needed before crews can begin exercising the valves in the City's water system.

### Flushing

- Flushing began on April 5<sup>th</sup> with the Knox Ave. west flushing program, which includes the area of Bethlehem Twp. that is west of Rt. 33 and south of Rt. 22. This area should be completed by April 21, 2011.
- Once the Knox Ave. west flushing program is completed, the Authority will begin the Knox Ave. south flushing program, which includes the areas of Bethlehem and Palmer Twp. that are south of Rt. 22.
- The Authority will be flushing a majority of the City system in 2012.

### Development Projects

- Trio Farms
  - The Authority personnel refilled, flushing, and tested the water mains that were constructed within the development.
  - ESWA will install the domestic and fire service laterals for the 46 units that are Phase I once the connection fee deposits are paid for the laterals.
- Woodridge Falls III
  - The site contractor is working on installing the remainder of the water main in the project.
- Tuskes Homes
  - Tuskes Home Builders have posted a housing development sign on S. Nulton Drive in Palmer and Bethlehem Townships.
- Wagner Farms - Field of Dreams
  - The original land for the development Field of Dreams has been sold. Apartments will most likely be constructed in this area.

### Customer Service

- Turn Off for Repairs – 10 Total
- Turn Off & Removal for Final – 21 Total
- Turn Off & Removal (Seasonal) – 13 Total
- Turn Off for Insufficient Funds – 2 Total
- Turn Off for Non-Payment of Sewer – 15 Total
- Turn Off for Non-Payment of Water – 32 Total
- Turn Off for Violations (Meter Changes) – 1 Total
- Turn On – 86 Total
  
- There were a total of 6 new meter installations, 2 reinstall meters installations, 62 meter changes, and 102 MTU installations for the month of March.

### Financing

- CFA H20 – No awards at March meeting due to lack of funds.
- Lafayette Note B – closing was on March 23<sup>rd</sup>.

On a motion from Mr. Barefoot, seconded by Mr. Lockard requisitions were approved for payment April 11, 2011 (items 3360 - 3373, totaling \$ 529,827.44). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Roy White stated that Total Funds on Deposit totaled \$ 4,096,340.40 on February 28, 2011, and \$ 4,642,098.63 on March 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.

#### **Budget & Finance Committee –**

Mr. Bergren, Chairperson, stated that the Budget & Finance Committee met on March 29<sup>th</sup> to review preliminary 5 year Operating Budget details. A meeting to review the budget will be scheduled after the Board meeting.

At this time, Stephanie Kinsell, Business Manager, discussed the April 2011 Project Status Report, Debt Obligations (revised 4/11/2011), Capital Improvements Fund Sheet for period March 1, 2011 to March 31, 2011, Income Statement – Budget Comparison Sheet, and the 2011 Cash Flow Forecast.

#### **Pension Committee –**

Mr. Bergren, Chairperson, stated that the Pension Committee met on March 17<sup>th</sup> with Kurt Kreisher of Smith Barney and Authority personnel. Changes to the plan include adding one short-term bond fund, and changing three investment management funds.

#### **Personnel Committee –**

No Report.

#### **Risk Management Committee –**

No Report.

**Building Committee –**

No Report.

**Security Committee –**

No Report.

At this time, Mr. Colton, Board Member, stated that he reviewed the current Authority's By-Laws and would like to recommend a few minor changes after discussing with Attorney Walters.

**REPORT OF SOLICITOR**

Attorney Walters, Solicitor, stated that the Zeigler legal case is awaiting a judge's decision for a new trial.

**UNFINISHED BUSINESS**

On a motion from Mr. Barefoot, seconded by Mr. Colton, the Authority approved the advertisement for bids for the construction of ADA ramps for the City of Easton Project that are being designed by Barry Isett & Associates. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Moorehead, seconded by Mr. Bergren, the Authority approved the advertisement for bids for the construction of ADA ramps for the City of Easton Project that are being designed by Gannett Fleming, Inc. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

**NEW BUSINESS**

On a motion from Mr. Barefoot, seconded by Mr. Colton, the Authority approved the release, discharge and termination of a certain right-of way for St. Luke's Hospital and

Health Network contingent on future expenses. The right-of way is located on the southern side of Freemansburg Ave. in Bethlehem Township in Northampton County and consists of approximately 1300 lineal feet. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

**ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:25 PM. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Hillary C. Weiss  
Recording Secretary