

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

**Easton, PA
Monday
April 9, 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: Wayne Barefoot
Robert J. Bergren
R. Kirkwood Colton
Donald W. Lockard
Michael G. Moorehead
Theodore J. Veresink
Timothy A. Cain (Chairman)

Absent: Margaret H. Poswistilo
Robert Walker

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. Colton, seconded by Mr. Veresink, the minutes of March 12, 2012 were approved with changes. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Moorehead, Veresink, Cain (Chairman) (7)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the March 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
 - 1 – ¾" 4075 Farmersville Road (Bethlehem Township, existing home previously served by well.)
 - 1 – 2" 3714 Easton-Nazareth Highway (Panera Bread, Northampton Crossings Shopping Center, Lower Nazareth Township, increase service size from 1" to 2")

- Service Replacements
 - 1 – ¾" 145 South 17th Street (Borough of Wilson, replaced lead service)
 - 1 – ¾" 64 North 3rd Street (City of Easton, replaced leaking lead service)
 - 1 – ¾" 1136 Northampton Street (City of Easton, replaced leaking lead service)
 - 1 – ¾" 23 South 12th Street (City of Easton, replaced leaking lead service)
 - 1 – ¾" 362 West Berwick Street (City of Easton, replaced leaking lead service)

- Service Repair
 - 2 – ¾" 716/718 Spring Garden Street (City of Easton, repaired leaking corporation stops.)

- Main Breaks
 - 8" – 585 Nazareth Pike (Lower Nazareth Township, radial break)
 - 6" – 2748 Queen Street (Palmer Township, radial break)
 - 6" – 359 North Nulton Avenue (Palmer Township, radial break)

- New Hydrants
 - Public
 - Aicher Drive & Nazareth Road/Route 248 (Palmer Township, installed new hydrant on Route 248 prior to the overlay of Route 248)

- Repaired Hydrants
 - Fox Hill Road (Palmer Township, repaired hydrant hit by vehicle)
 - 4046 Jandy Boulevard (Lower Nazareth Township, repair hydrant hit by vehicle)
 - 120 Kirkland Road (Forks Township, repair hydrant hit by unknown vehicle)

- Valves
 - Repaired

- 16" – 15th Street & Ferry Street (City of Easton, repaired valve found to be broken during valve inspection)
 - 8" – Spring Road & Mitman Road (Forks Township, repaired valve found to be broken during valve inspection)
 - 6" – 13th Street & Lehigh Street (City of Easton, repaired valve found to be broken during valve inspection)
 - 6" – 24th Street & Forrest Street (Borough of Wilson, repaired valve found to be broken during valve inspection)
 - 4" – Cherrywood Court & Killarney Drive (Bethlehem Township, repaired valve found to be broken during valve inspection)
 - Replaced
 - 6" – 13th Street & Lehigh Street (City of Easton, replaced valve found to be broken during valve inspection)
- Service Information
 - New Meters Installation
 - 2 – 5/8" COE
 - 6 – 5/8" ESWA
 - 1 – 3/4" ESWA
 - 4 – 1" ESWA
 - 2 – 1-1/2" ESWA
 - 1 – 2" ESWA
 - Reinstall Meter
 - 5 – COE
 - 4 – ESWA
 - Meter Changes
 - 9 – 5/8" COE
 - 27 – 5/8" ESWA
 - 3 – 3/4" ESWA
 - 1 – 1" ESWA
 - 1 – 1-1/2" COE
 - 1 – 4" ESWA
 - Production Meters
 - Lower Nazareth Pumping Station
 - Replaced 2 – 4" meters & 2- 6" meters at Lower Nazareth Pumping Station.
 - Installed new Omni Turbo Meters
 - MTU's
 - 41 - COE
 - 125 - ESWA
 - Turn Off for Repairs
 - 4 - COE
 - 4 - ESWA
 - Turn Off and Remove for Final
 - 9 - COE

- 8 - ESWA
 - Turn Off for Insufficient Funds
 - 1 - ESWA
 - Turn Off for Non-Payment of Sewer
 - 4 – COE
 - 10 - ESWA
 - Turn Off for Non-Payment of Water
 - 12 - COE
 - 13 - ESWA
 - Turn On
 - 30 - COE
 - 58 - ESWA

- Flushing
 - Flushing in the Knox Avenue West System, which includes the portion of Bethlehem Township that is west of Route 33 and south of Route 22, will began on Monday April 9th and should be completed on Friday April 20th.
 - The Suburban 15th Street System will be flushed once the Knox Avenue West System is completed. Flushing in this system should be begin on Monday April 23rd and will take approximately 4 weeks to complete.

- Authority Projects
 - City of Easton Improvements
 - Contract I: Part A
 - The contractor has completed the milling and overlay work on Spring Garden Street and 4th Street.
 - The contractor will be returning in April to complete the concrete restoration on Washington Street between 3rd Street and 4th Street.
 - South 3rd Street
 - The contractor has completed all water system and restoration work.
 - All punch list items have been addressed, so the final payment should be ready for approval at the May Board Meeting.
 - Davis Street Pumping Station
 - The curbing, sidewalk and ADA ramps have been completed at the pumping station.
 - The general and electrical contractors are planning to return the week of April 9th to complete the site work and exterior lighting.
 - Once the site work is completed, the Authority's landscaping contractor will final grade and seed the site and plant the required trees and shrubs.
 - ADA Ramps
 - F.A. Rohrbach
 - Rohrbach has completed the installation of the curb, sidewalk and ADA ramps at the Davis Street pumping Station.

- The ADA ramps on Lincoln Street will be completed by April 6, 2012.
 - The contractor began the work on the ADA ramps on North 9th Street the week of April 2nd and should be completed with these ramps by the end of April
 - All of the ADA ramps should be completed by the end of April.
- Water Treatment Plant
 - Completion Timeline
 - Punch list items still ongoing with an unknown completion date
 - Items Being Addressed
 - High and Low Service Pumps
 - SCADA
 - Security
 - Chemical Feed and Transfer Equipment
- Administration
 - Regulatory Issues
 - PA DEP – Sanitary Survey Inspection on April 18th
 - PA DEP – Filter Plant Performance Evaluation rescheduled to 2013
 - 2011 Audited Financial Statement completed
 - To be reviewed by finance committee
 - CD Renewal – 4/17/12
 - Water Tank Maintenance Program
 - April 23rd & 24th, Palmer and Plainfield tanks – drained, cleaned and inspected. Will then be scheduled for mixer installation, painting, and structural maintenance in 2012.
 - Week of June 18th – eight other tanks will be inspected by ROV (remote operated vehicle) while tanks are still in service.
 - Consumer Confidence Report
 - Mailed with bills in April, May, and June
 - Posted on Website
 - Committee Meetings That Need To Be Scheduled
 - Finance Committee – Audit
 - Risk Management Committee – Property and Casualty Insurance Renewal
 - Personnel Committee – Retiree issues

On a motion from Mr. Lockard, seconded by Mr. Bergren, requisitions were approved for payment April 9, 2012 (items 3515-3521, totaling \$406,015.54). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Moorehead, Veresink, Cain (Chairman) (7)

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 the need for committee meetings, the scheduling process for the completed financial audit, and about possibly hosting an open house at the water treatment plant for board members and city officials.

Budget and Finance –

No Report.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: March 31, 2012 Funds on Deposit, April 2012 Project Status Report, Cash Flow Forecast 2012, and Income Statement – Budget Comparison Sheet for February 2012.

Pension Committee –

No Report.

Personnel Committee –

No Report.

Risk Management Committee –

No Report

At this time, Mr. Colton stated that a document for the by-laws will be ready for May's board meeting regarding audio and visual attendance at a board meeting.

REPORT OF SOLICITOR

No Report.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

Craig Swinsburg discussed the NPDES permit that will be expiring August 2014 for the property acquired for the office building expansion. Easton Suburban Water Authority

employees will be meeting with Keystone Consulting Engineers to discuss possible work being completed or extensions to the permit.

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Colton, the meeting was adjourned at 4:02 PM. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Moorehead, Veresink, Cain (Chairman) (7)

Nays: None

Respectfully Submitted

Erin L. Rapp
Recording Secretary