

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

**Easton, PA  
Monday  
July 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  
Margaret H. Poswistilo  
Theodore J. Veresink  
Robert Walker

Absent: Timothy A. Cain (Chairman)

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.

Mr. Michael G. Moorehead, Vice-Chairman of the board conducted the meeting in the absence of Mr. Timothy A. Cain, Chairman.

**COURTESY OF THE FLOOR**

There was no comment from the floor at this time.

**ACTION ON MINUTES**

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the minutes of June 11, 2012 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Moorehead, Poswistilio, Veresink, Walker (8)

Nays: None

### **REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the May 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.

- Service Replacements
  - 2 – ¾" Liebermann Terrace (Palmer Township, water service replaced and connected to new 12" water main.
  
- Main Breaks
  - 12" Main Street (Borough of West Easton, longitudinal break)
  
- Main Installation
  - Liebermann Terrace (Palmer Township)
    - ESWA personnel were working with the contractor for the Woodridge Falls project to install a new 12" water main under a large storm sewer that was being replaced as part of the development. The 12" water main will be extended on Williamson Street in the future.
  - Sullivan Trail & Meco Road (Forks Township)
    - ESWA personnel installed a 12" X 8" tee, with an 8" and 12" valve at the intersection of Sullivan Trail & Meco Road. The contractor performing the road improvements will extend the 8" water main across Sullivan Trail and then ESWA personnel will connect to the existing dead end water main on Meco Road, approximately 200 feet west of Sullivan Trail.
  
- Replaced Hydrants
  - 12<sup>th</sup> Street & Jackson Street (City of Easton, replaced old hydrant with incorrect threads)
  - 8<sup>th</sup> Street & Spring Garden Street (City of Easton, replaced old hydrant with incorrect threads)
  - Burke Street & Meixsell Street (City of Easton, replaced old hydrant with incorrect threads)

- 140 Parker Avenue (City of Easton, replaced old hydrant with incorrect threads)
- Monroe Street & Porter Street (City of Easton, replaced old hydrant with incorrect threads)
- High Street & Cattell Street (City of Easton, replaced old hydrant with incorrect threads)
- 2<sup>nd</sup> Street & Bushkill Street (City of Easton, replaced old hydrant with incorrect threads)
- 126 Bushkill Street (City of Easton, replaced old hydrant with incorrect threads)
- 11<sup>th</sup> Street & Bushkill Street (City of Easton, replaced old hydrant with incorrect threads, also increase lateral size to 6")
  
- Valves
  - Replaced
    - Replaced 10" valve at the intersection of Nazareth Road (Route 248) & Jewel Street (Palmer Township)
    - Replaced two 6" valves at the intersection of 11<sup>th</sup> Street & Bushkill Street (City of Easton)
  
- Curb Box Maintenance
  - 4 – ESWA
  
- Blow Offs
  - Installed a 2" blow off on Ridgeline Lane in Palmer Township. The blow off was needed in order to properly flush the water main on the street.
  
- Service Information
  - New Meters Installation
    - 2 – 5/8" COE
    - 15 – 5/8" ESWA
    - 2 – 3/4" COE
    - 1 – 3/4" ESWA
    - 4 – 1" ESWA
    - 1 – 2" ESWA
  - Reinstall Meter
    - 4 - COE
    - 4 - ESWA
  - Meter Changes
    - 6 – 5/8" COE
    - 27 – 5/8" ESWA
    - 1 – 3/4" ESWA
    - 1 – 1" COE
    - 1 – 1-1/2" COE
    - 1 – 1-1/2" ESWA
    - 3 – 2" ESWA

- 1 – 3” COE
    - 3 – 4” ESWA
    - 1 – 6” ESWA
  - MTU’s
    - 23 - COE
    - 107 - ESWA
  - Turn Off for Repairs
    - – COE
    - 1 - ESWA
  - Turn Off and Remove for Final
    - 8 – COE
    - 8 - ESWA
  - Turn Off for Non-Payment of Sewer
    - 10 - COE
  - Turn Off for Non-Payment of Water
    - 20 – COE
    - 16 - ESWA
  - Turn Off for Violations (Meter Changes)
    - 2- ESWA
  - Turn On
    - 40 – COE
    - 35 - ESWA
- Flushing
  - Flushing in the Knox Avenue South System, which includes the portions of Bethlehem and Palmer Townships south of Route 22 and east of Route 33 began on May 22, 2012. The Knox South System will be completed on July 12, 2012.
  - Flushing will begin in the Knox Avenue North System on July 13, 2012. This includes the portion of Palmer Township north of Route 22 as well as the southwestern portion of Forks Township.
- Authority Projects
  - City of Easton Improvements
    - Contract I: Part A
      - The repairs to the stamped crosswalks on Cattell Street is scheduled to be completed in the middle of July. The contractor will also be replacing the disturbed crosswalks at the intersection of 4<sup>th</sup> Street and Northampton Street at the same time.
      - A few minor punch list items must be addressed and then the contract will be closed out.
    - South 3<sup>rd</sup> Street
      - The final pay estimate has been prepared for Board approval.
    - Davis Street Pumping Station

- The contractors have been provided with a small punch list of items that must be addressed before the contracts can be closed out. It is hopeful that this work can be completed over the next few weeks so that the final pay estimates can be approved in August.
  - ADA Ramps
    - F.A. Rohrbach
      - All of the ADA ramps have been completed.
      - There is some minor crosswalk and stop bar painting that must be completed and should be done in the next few weeks.
- Water Treatment Plant
  - Completion Timeline
    - Punchlist items still ongoing with an unknown completion date
  - Items Being Addressed
    - High and Low Service Pumps
    - SCADA
    - Security
    - Chemical Feed and Transfer Equipment
    - Generator Exhaust
- Administration
  - MetEd – PA Transmission Line
  - Property and Casualty and Workers Comp Insurance Proposals
  - Committee Meetings
    - Personnel Committee met on June 21<sup>st</sup>
    - Risk Management Committee met on June 26<sup>th</sup>

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mr. Lockard, requisitions were approved for payment July 9, 2012 (items 3543-3551, totaling \$338,786.95). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Moorehead, Poswistilio, Veresink, Walker (8)

Nays: None

### **REPORT OF COMMITTEES**

**Executive Committee –**

Mr. Moorehead, in the absence of Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss routine business matters as well as a personnel matter which will be addressed in executive session.

**Budget and Finance –**  
No Report.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: July 2012 Project Status Report, Income Statement – Budget Comparison for May 2012, June 30, 2012 Funds on Deposit, Cash Flow Forecast 2012.

**Pension Committee –**  
No Report.

**Personnel Committee –**  
No Report.

The Board entered into Executive Session at 3:42 PM to discuss a personnel issue and resumed its regular meeting at 3:50 PM.

**Risk Management Committee –**  
No Report.

**Buidings and Properties Committee –**  
No Report.

### **REPORT OF SOLICITOR**

Attorney Walters, Solicitor, stated that the case of Ziegler vs. Easton Suburban Water Authority, the Commonwealth Court upheld the appeal taken by Mr. Ziegler on the basis that the trial judge precluded certain testimony that he shouldn't have precluded. The case has been returned to the Northampton County Court. Judge Koury will be trying the damages part of the case in November.

### **UNFINISHED BUSINESS**

No Report.

### **NEW BUSINESS**

Mr. White stated that the Authority is developing a pandemic plan in accordance with the Federal Government's requirements.

**ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 3:58 PM. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Moorehead, Poswistilio, Veresink, Walker (8)

Nays: None

Respectfully Submitted

Erin L. Rapp  
Recording Secretary