

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

**Easton, PA  
Monday  
March 12, 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  
Timothy A. Cain (Chairman)

Absent: None

Also in attendance were Roy A. White, Executive Director; Craig Swinsburg, Assistant Executive Director; 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**

Page 4359, first full paragraph, first sentence was changed to reflect the proper spelling of Mr. Lockard's name.

On a motion from Mr. Veresink, seconded by Mr. Lockard, the minutes of February 13, 2012 were approved with changes. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

### **REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the February 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 – 1-1/2" Northwood Center (Palmer Township, Strausser)
  - 2 – 2" Northwood Center (Palmer Township, Strausser)
  - 1 – 2" 3794 Easton Nazareth Highway (Petco, Northampton Crossings, Lower Nazareth Township, increased 1" service to 2" service)
  - 1 – 6" Fire Northwood Center (Palmer Township, Strausser)
  - 1 – 6" Fire 3794 Easton Nazareth Highway (Petco, Northampton Crossings, Lower Nazareth Township)
  
- Main Breaks
  - 6" – 708 Concord Drive (Lower Nazareth Radial Break)
  - 6" – 3105 Oregon Street (Palmer Township, Radial Break)
  - 6" – Hartley Avenue & Greenwood Avenue (Palmer Township, Radial Break)
  - 6" – 1937 Lehigh Street (Borough of Wilson, Radial Break)
  
- Repaired Hydrants
  - Falmer Drive (Bethlehem Township, Replaced O-Rings, Bonnet Gasket & Hydrant Stem and Installed Repair Kit)
  - Larry Holmes Drive & Sitgreaves Street (City of Easton, Replaced O-Rings and Bonnet Gasket)
  - Charles Street & Grant Street (City of Easton, Replaced Nozzle Gasket)
  - 6<sup>th</sup> Street & Lehigh Street (City of Easton, Replaced O-Rings and Bonnet Gasket)
  
- Replaced Hydrants
  - 1113 West Lafayette Street (City of Easton, replaced old Corey Hydrant)
  - Paxinosa Avenue & Burke Street (City of Easton, replaced old Matthews Hydrant)
  - North Delaware Drive & Route 611 (City of Easton, replaced old Corey Hydrant)

- Pierce Street & Brodhead Street (City of Easton, replaced old Matthews Hydrant)
- 13<sup>th</sup> Street & Liberty Street (City of Easton, replaced old hydrant)
- Sullivan Drive (City of Easton, replaced old Corey Hydrant)
- 21<sup>st</sup> Street & Northampton Street (Borough of Wilson, replaced old Corey Hydrant)
- Morris Avenue & Hermitage Avenue (Palmer Township, replaced old Corey Hydrant)
  
- Valves
  - Replaced 6" valve at 18<sup>th</sup> Street & Lehigh Street (Borough of Wilson, valve broke when repairing main break at 1937 Lehigh Street)
  - Repaired 6" valve at Washington Street & Michael J. Koury Place (City of Easton, valve broke during valve exercising)
  
- Curb Box Maintenance
  - 1 - ESWA
  
- Service Information
  - New Meters Installation
    - 1 – 5/8" COE
    - 9 – 5/8" ESWA
    - 2 – 3/4" ESWA
    - 2 – 2" ESWA
  - Reinstall Meter
    - 5 – COE
    - 3 - ESWA
  - Meter Changes
    - 3 – 5/8" COE
    - 32 – 5/8" ESWA
    - 1 – 3/4" COE
    - 1 – 1" COE
    - 1 – 1" ESWA
    - 1 – 2" ESWA
  - MTU's
    - 24 - COE
    - 66 - ESWA
  - Turn Off for Repairs
    - 1 - ESWA
  - Turn Off and Remove for Final
    - 4 - COE
    - 5 - ESWA
  - Turn Off for Insufficient Funds
    - 3 - ESWA
  - Turn Off for Non-Payment of Sewer
    - 16 – COE

- Turn Off for Non-Payment of Water
  - 17 - COE
  - 22 - ESWA
- Turn On
  - 38 - COE
  - 37 - ESWA
- Authority Projects
  - City of Easton Improvements
    - Contract I: Part A
      - The contractor will return in the spring when weather permits to mill and overlay Spring Garden Street and 4<sup>th</sup> Street and to complete the trench restoration on Washington Street.
    - South 3<sup>rd</sup> Street
      - All water system work was completed on February 17, 2012.
      - The contractor returned on February 29, 2012 to begin the permanent restoration of the waterline trenches and should have that work completed the week of March 12, 2012.
    - Davis Street Pumping Station
      - The contractor began working on installing the curb, sidewalk and ADA ramps the week of March 5, 2012 and should be completed by March 16, 2012.
      - Once the concrete work is completed, the driveway and parking area can be paved and the final site work can be performed.
    - ADA Ramps
      - F.A. Rohrbach
        - Rohrbach is working on the curb, sidewalk and ADA ramps at the Davis Street pumping Station and will begin working on the ADA ramps on Lincoln Street on Tuesday, March 13, 2012. Once Lincoln Street has been completed, they will complete the installation of the ADA ramps on North 9<sup>th</sup> Street.
- Water Treatment Plant
  - Completion Time Line
    - Punchlist items still ongoing with an unknown completion date.
  - Items Being Addressed
    - High and Low Service Pumps
    - SCADA
    - Security
    - Recycle System
    - HVAC
    - Chemical Feed and Transfer Equipment
- Administration
  - Regulatory Issues
    - EPA – Revised Total Coliform Rule

- EPA – Third Unregulated Contaminant Monitoring Rule
- EPA – Revised Long Term Lead and Copper Rule
- DRBC – Water Audit and Water Loss Control
- EPA – Stage 2 Disinfectant By-Products Rule, October 1, 2012
- EPA – Long Term 2 Enhanced Surface Water Treatment Rule, September 30, 2012
- Personnel Training
  - Confined Space Entry
  - First Aid / CPR
  - Incident Command System
  - Pandemic / Depleted Workforce Plan
- Misc.
  - Distribution Personnel completed the Annual Fire Hydrant Inspection in February.
  - Distribution Personnel are now working on exercising valves in the Suburban and City Systems.
  - MetEd Power Outage

On a motion from Mr. Barefoot, seconded by Mr. Lockard, requisitions were approved for payment March 12, 2012 (items 3509-3514, totaling \$250,442.82). No public comment was received.

Motion adopted by the following vote:

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

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 tank maintenance inspection, regulatory issues, Met Ed power distribution problems, an issue with the City of Easton sewer billing, and the expiration of terms in 2013. Mr. Cain also stated that Mr. Bergren's term is up and a nomination letter was sent to the City Clerk's Office.

#### **Budget and Finance –**

No Report.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: March 2012 Project Status Report, February 29, 2012 Funds on Deposit, Income Statement – Budget Comparison Sheet for January 2012, and Cash Flow Forecast 2012.

**Pension Committee –**

No Report.

**Personnel Committee –**

No Report.

**Risk Management Committee –**

No Report

**REPORT OF SOLICITOR**

No Report.

**UNFINISHED BUSINESS**

No Report.

**NEW BUSINESS**

Mr. Veresink stated the he and Mr. Walker attended the board member training seminar last week and they have a few points that they will be passing on to those board members working on the by-laws.

**ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:10 PM. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Erin L. Rapp  
Recording Secretary