

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

**Easton, PA  
Monday  
October 8, 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:       Robert J. Bergren  
                  Timothy A. Cain (Chairman)  
                  R. Kirkwood Colton  
                  Donald W. Lockard  
                  Theodore J. Veresink  
                  Robert Walker

Absent:         Wayne Barefoot  
                  Michael G. Moorehead  
                  Margaret H. Poswistilo

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**

On a motion from Mr. Veresink, seconded by Mr. Walker, the minutes of September 10, 2012 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Colton, Lockard, Veresink, Walker, Cain (Chairman) (6)

Nays: None

### **REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the September 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” at 2477 Birch Street (Borough of Wilson)
  - 1 – ¾” at 1148 Church Street (City of Easton, old church parsonage, constructed separate lateral to property)
  - 1 – 2” at 50 Grandview Drive (Palmer Township, 2” irrigation service for apartment complex in Woodridge Falls)
  
- Service Replacements
  - 1 – ¾” at Green Pond Road/Greenwood Avenue Improvements (Palmer Township)
  - 1 – ¾” at 1420 Lynn Street (City of Easton, replaced lead service)
  - 1 – ¾” at 827 Wilbur Street (City of Easton, replaced lead service)
  - 1 – ¾” at 1201 Bushkill Street (City of Easton, replaced leaking lead service)
  
- Service Relocation
  - 1 – ¾” at 4456 Maria Drive (Lower Nazareth Township, relocated at owner's request and expense)
  
- Service Changeovers
  - 1 – ¾” at Wilden Acres Phase II Improvements (Palmer Township)
  - 3 – ¾” at Green Pond Road/Greenwood Avenue Improvements (Palmer Township)
  
- Main Breaks
  - 12” on High Street (Borough of Glendon, longitudinal break)
  
- Main Installation
  - Wilden Acres Phase II Improvements (Palmer Township)
    - 385’ of 12” on Whitney Avenue
  - Green Pond Road/Greenwood Avenue Improvements (Palmer Township)
    - 549’ of 8” on Greenwood Avenue
    - 3’ of 6” on Greenwood Avenue

- Repaired Hydrants
  - Sheffield Drive & Winchester Drive (Forks Township, replaced bonnet, operating nut and O-ring)
  - 351 West Wilkes Barre Street (City of Easton, replaced bonnet gasket & packing nut)
  - Maxwell Drive & Wagon Wheel Road (Forks Township, replaced upper stem and bonnet O-rings)
  - Mecro Road & Ben Jon Road (Forks Township, replaced stem and O-ring)
  
- Curb Box Maintenance
  - 1 – COE
  
- Service Information
  - New Meters Installation
    - 1 – 5/8” COE
    - 7 – 5/8” ESWA
    - 2 – 3/4” ESWA
    - 1 – 2” ESWA
  - Reinstall Meter
    - 11 – COE
    - 6 - ESWA
  - Meter Changes
    - 23 – 5/8” COE
    - 20 – 5/8” ESWA
    - 2 – 3” COE
    - 2 – 4” COE
  - MTU’s
    - 42 - COE
    - 73 - ESWA
  - Turn Off for Repairs
    - 2 – COE
    - 4 - ESWA
  - Turn Off and Remove for Final
    - 8 – COE
    - 6 - ESWA
  - Turn Off for Insufficient Funds
    - 1 - COE
    - 2 - ESWA
  - Turn Off for Non-Payment of Sewer
    - 4 – COE
  - Turn Off for Non-Payment of Water
    - 15 – COE
    - 25 - ESWA
  - Turn On
    - 36 – COE
    - 35 - ESWA

- Flushing
  - Flushing was completed in the North High System, which includes most of Forks Township on September 14, 2012.
  - Flushing was performed in the Morgan Hill High Service System, which includes the Morgan Hill Golf Course Community in Williams Township on September 15 & 16, 2012.
  - Flushing was performed in the Suburban Morgan Hill System, which includes Williams Township and the Borough of Glendon, between September 17 & 20, 2012.
  - Flushing started in the Lower Nazareth System on September 21, 2012 and is scheduled to be completed on October 15, 2012.
  - Water Used
    - September 2012: 5,122,165 gallons
    - Year To Date: 31,683,205 gallons
  
- Authority Projects
  - City of Easton Improvements
    - Contract I: Part A
      - The close-out documents are being prepared for the contract.
    - 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.
    - ADA Ramps
      - The close-out documents are being prepared for the contract.
  - Wilden Acres Phase II Improvements
    - ESWA personnel completed the water system work on Freemansburg Avenue and Whitney Avenue, and pavement restoration should be performed by the end of October.
    - ESWA staff is working with Palmer Township to use a portion of the Bike Path right-of-way to install the new water main. Once the route is finalized, a schedule will be completed for the work.
  - Palmer Tank Painting and Modifications
    - The tank contractor has completed the steel work and has begun painting the exterior tank, which should be completed by October 12<sup>th</sup>.
    - Once the exterior has been completed, the contractor will begin painting the interior, which should take an additional two weeks.
    - Based on this schedule, the work should be completed in late October with the tank being placed in service in early November.
  - Palmer Tank Altitude Valve Chamber
    - ESWA personnel installed a new 16" x 16" tee with 16" butterfly valves on the street side of the existing valve chamber. This work was coordinated with the draining of the Palmer Tank.

- A 16" x 16" tee and butterfly valves will be installed on the tank side of the existing chamber as the tank contractor work permits. This will be done before the tank is placed back in service after being painted.
- The new chamber and altitude valve are being ordered by ESWA staff and are scheduled to be installed in November.
- Green Pond Road/Greenwood Avenue Improvements
  - ESWA personnel completed the installation and testing of the new water main in September.
  - The service laterals have been transferred to the new main and the galvanized main on Greenwood Avenue was abandoned in the first week of October.
- Water Treatment Plant
  - High Service Pump Replacement
  - Other unresolved project issues being dealt with
- Administration
  - Finance Committee met October 5<sup>th</sup>
    - Operating and Capital Budgets
  - Lafayette Ambassador Bank
  - Revisiting Policies and Procedures
  - Personnel

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Lockard, seconded by Mr. Colton, requisitions were approved for payment October 8, 2012 (items 3566-3569, totaling \$93,217.19). No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Colton, Lockard, Veresink, Walker, Cain (Chairman) (6)

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 some financial issues, a brief review of the operating budget, updates on the water treatment plant, and a policy action that will be discussed in the Solicitor's Report.

#### **Budget and Finance –**

Mr. Bergren, Chairperson, stated that the Budget and Finance Committee met on October 5<sup>th</sup> to discuss the proposed capital and operating budgets. They are being distributed today and that the Board should review them for discussion at the November Board Meeting.

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

**Pension Committee –**

Mr. Bergren, Chairperson, stated that the committee will be scheduling a meeting once the September 30<sup>th</sup> results on the pension performance have come in.

**Personnel Committee –**

Mr. Lockard, Chairperson, stated that the committee will be meeting to discuss wage recommendations.

**Risk Management Committee –**

No Report.

**Buidings and Properties Committee –**

No Report.

**REPORT OF SOLICITOR**

Attorney Walters stated that the Ziegler case has been scheduled for trial on the Monday after Thanksgiving before Judge Koury. Craig Swinsburg and Mark Bonstein will be participating as witnesses for the Authority.

Attorney Walters also reported there is a case by the Commonwealth Court that expands the Right to Know Act that expands the definition of a public document to include an email sent from a personal computer to another personal computer.

Attorney Walters also reported on a change to the Authority's Rules and Regulations, Section 11, Paragraph B, on when a bill becomes delinquent. The Authority will no longer use the United States Post Office mark as evidence that the bill is paid on time, and bills will be due by the end of business day on the due date specified on the face of the bill.

On a motion from Mr. Colton, seconded by Mr. Lockard, the Rules and Regulations were changed to reflect the change in policy on Section 11, Paragraph B, on when a bill becomes delinquent, to become effective on January 1, 2013, with notification to customers starting immediately.

Motion adopted by the following vote:

4416

Yeas: Bergren, Colton, Lockard, Veresink, Walker, Cain (Chairman) (6)

Nays: None

### **UNFINISHED BUSINESS**

No Report.

### **NEW BUSINESS**

Mr. White, Executive Director, mentioned that the November Board Meeting is scheduled on a holiday and the office is closed.

On a motion from Mr. Veresink, seconded by Mr. Bergren, the November Board Meeting was moved to Tuesday, November 13, 2012 at 3:00 pm with proper notification being advertised to the public.

Motion adopted by the following vote:

Yeas: Bergren, Colton, Lockard, Veresink, Walker, Cain (Chairman) (6)

Nays: None

### **ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Walker, the meeting was adjourned at 4:24 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Colton, Lockard, Veresink, Walker, Cain (Chairman) (6)

Nays: None

Respectfully Submitted

Erin L. Rapp  
Recording Secretary