

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

**Easton, PA
Monday
August 13, 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
Timothy A. Cain (Chairman)
R. Kirkwood Colton
Donald W. Lockard
Michael G. Moorehead
Margaret H. Poswistilo
Theodore J. Veresink
Robert Walker

Absent: None

Also in attendance were Roy A. White, Executive Director; Craig Swinsburg, Assistant Executive Director; Timothy Ryan, IT Manager; Thomas Walters, Solicitor, Lewis & Walters; Rachel Govelovich, Gannett Fleming Inc.; Tim Glessner, 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 July 9, 2012 were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the July Board minutes for review prior to the Board Meeting. Updates were provided and reviewed.

Tim Glessner, provided several handouts and a discussion on the comparison of three options regarding the problems with the high service pump operation at the water treatment plant.

EXECUTIVE SESSION

The board entered into executive session at 3:55pm to discuss the options presented by Gannett Fleming Inc. regarding the problems with the high service pump operation at the water treatment plant. The board resumed its regular meeting at 4:30pm.

REPORT OF EXECUTIVE DIRECTOR

The Management Summary was displayed on the overhead projector and reviewed.

- New Services
 - 1 – ¾" 4310 Christian Springs Road (Lower Nazareth Township)
 - 1 – 4" Fire 542 Northampton Street (Two Rivers Brewery, City of Easton)
 - 1 – 6" Fire 618 Selvaggio Drive (Lower Nazareth Township, Snyder's of Hanover Warehouse)
- Service Replacements
 - 1 – ¾" 594 Nazareth Pike (Lower Nazareth Township, replaced plastic service)
 - 1 – ¾" 201 5th Street (Borough of West Easton, replaced leaking lead service)
 - 1 – 1" 542 Northampton Street (Two Rivers Brewery, City of Easton, replaced lead service)
 - 1 – 1" 124 North 14th Street (City of Easton, replaced lead service)
- Main Breaks
 - 6" 3105 Oregon Street (Palmer Township, radial break)
- Main Installation
 - Woodridge Falls III (Palmer Township)
 - 227' of 8" on Yellow Rose Lane
 - 102' of 4" in Yellow Rose Lane
 - Braden Airpark (Forks Township)

- 413' of 12" on Sullivan Trail
 - 74' of 12" on Braden Boulevard
 - Sullivan Trail & Meco Road (Forks Township)
 - 218' of 8" on Meco Road (installed by ESWA and contractor)
- New Hydrants
 - Public
 - Braden Airpark (Forks Township)
 - Sullivan Trail
 - Private
 - Woodridge Falls III (Palmer Township)
 - Yellow Rose Lane
- Replaced Hydrants
 - 7th Street & Bushkill Street (City of Easton, replaced old hydrant with incorrect threads)
 - 339 Northampton Street (City of Easton, replaced old hydrant with incorrect threads)
 - 6th & Northampton Street (City of Easton, replaced old hydrant with incorrect threads)
 - Larry Holmes Drive & Sitgreaves Street (City of Easton, replaced old hydrant with incorrect threads)
 - 4th Street & Bushkill Street (City of Easton, replaced old hydrant with incorrect threads)
 - 13th Street & Wood Avenue (City of Easton, replaced old hydrant with incorrect threads)
 - Meco Road & Sullivan Trail (Forks Township, installed hydrant on new 8" main and removed hydrant on 12" main)
- Valves
 - Repaired
 - Repaired 6" valve 13th Street & Wood Avenue (City of Easton)
- Curb Box Maintenance
 - 5 - ESWA
- Service Information
 - New Meters Installation
 - 5 – 5/8" COE
 - 8 – 5/8" ESWA
 - 2 – 3/4" ESWA
 - 5 – 1" ESWA
 - 1 – 4" ESWA
 - Reinstall Meter
 - 9 - COE
 - 5 - ESWA
 - Meter Changes
 - 7 – 5/8" COE
 - 14 – 5/8" ESWA
 - 1 – 3/4" ESWA
 - 1 – 1" ESWA

- 8 – 1-1/2” ESWA
 - 2 – 2” ESWA
 - 1 – 3” COE
 - 1 – 3” ESWA
 - 2 – 4” COE
 - 2 – 4” ESWA
 - 1 – 8” ESWA
 - MTU’s
 - 48 - COE
 - 110 - ESWA
 - Turn Off for Repairs
 - 3 – COE
 - Turn Off and Remove for Final
 - 12 – COE
 - 8 - ESWA
 - Turn Off for Insufficient Funds
 - 1 - ESWA
 - Turn Off for Non-Payment of Sewer
 - 4 – COE
 - 20 - ESWA
 - Turn Off for Non-Payment of Water
 - 6 – COE
 - 20 - ESWA
 - Turn On
 - 34 – COE
 - 29 - ESWA
- Flushing
 - Flushing was completed in the Knox Avenue South System, which includes the portions of Bethlehem and Palmer Townships south of Route 22 and east of Route 33, on July 12, 2012
 - Flushing began in the Knox Avenue North System on July 13, 2012 and was completed on August 3, 2012. This includes the portion of Palmer Township north of Route 22 as well as the southwestern portion of Forks Township.
 - Flushing began in the Knox Avenue Central System on August 6, 2012 and will be completed on August 13, 2012. This include the portion of Palmer Township that is north of Route 22, east of Greenwood Avneue and south of Park Avenue and the Bushkill Creek. This will complete the flushing of the Knox Avenue System.
 - Flushing is scheduled to begin in the North High System, which includes most of Forks Township, on August 14, 2012 and should be completed on September 14, 2012. Flushing in this system will be completed prior to the Plainfield Tank being taken out of service for repairs and painting.
 - Water Used
 - July 2012: 6,726,084 gallons
 - Year To Date: 20,521,475 gallons

- Authority Projects
 - City of Easton Improvements
 - Contract I: Part A
 - The stamped crosswalks were repaired the week of July 23rd at the intersection of Cattell Street & High Street and the intersection of 4th Street & Northampton Street.
 - The subcontractor will return the week of August 20th to repair the cracks in the crosswalks at the intersection of Cattell Street & March Street.
 - A few minor punch list items must be addressed and then the contract will be closed out.
 - 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
 - F.A. Rohrbach
 - All of the ADA ramps have been completed.
 - The remaining crosswalk and stop bar painting is scheduled to be completed the week of August 13, 2012.
 - 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
 - Plant service meter installed 8/2/12
 - PA Transmission Main being designed
 - Property / Casualty / Workers Comp
 - Travelers – 8.2% increase - \$11,000/year
 - Eastern Alliance – 3.6% increase - \$2,000/year
 - Tank Maintenance began August 28th
 - Palmer and Plainfield Tanks being painted and circulating mixer being installed
 - Discussions with Lafayette College and County Complex regarding service requirements are ongoing

APPROVAL OF REQUISITIONS

There were no requisitions at this time.

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 problems with the high service pump operation at the water treatment plant that was discussed earlier in executive session.

Budget and Finance –

No Report.

Mr. Bergren, Chairperson, recommended that the board review the following reports: August 2012 Project Status Report, July 31, 2012 Funds on Deposit, Cash Flow Forecast 2012, Debt Obligations at July 31, 2012.

At this time, Roy White, Executive Director, discussed the Income Statement – Budget Comparison for June 2012 in regards to the variances.

Pension Committee –

No Report. Mr. Bergren, Chairperson, stated that the committee would be scheduling a meeting to discuss the six month results.

Personnel Committee –

No Report.

Risk Management Committee –

No Report.

Buidings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

No Report.

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the meeting was adjourned at 4:50pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

The board reconvened momentarily at 4:55pm for the purpose of approving requisitions with the following members present:

Robert J. Bergren
Timothy A. Cain (Chairman)
R. Kirkwood Colton
Michael G. Moorehead
Margaret H. Poswistilio
Theodore J. Veresink
Robert Walker

On a motion from Mr. Veresink, seconded by Mr. Moorehead, requisitions were approved for payment August 13, 2012 (items 3552-3557, totaling \$147,654.04). No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Colton, Moorehead, Poswistilio, Veresink, Walker, Cain (Chairman) (7)

Nays: None

Respectfully Submitted

Erin L. Rapp
Recording Secretary