

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

**Easton, PA
Monday
July 11, 2011
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
Charles W. Churchman
R. Kirkwood Colton
Donald W. Lockard
Michael G. Moorehead
Margaret H. Poswistilo
Theodore J. Veresink
Timothy A. Cain (Chairman)

Absent: None

Guest: Bob Walker

Also in attendance were Roy A. White, Executive Director; Craig Swinsburg, Assistant Executive Director; Stephanie Kinsell, Business Manager, Erin Rapp, Customer Relations Manager; Tim Ryan, IT Manager; Thomas Walters, Lewis & Walters; Rachel Govelovich, Gannett Fleming Inc.; Hillary C. Weiss, Recording Secretary

COURTESY OF THE FLOOR

At this time, Tim A. Cain, Chairman, introduced the Authority's Board members nominee Mr. Bob Walker to the Board and Authority staff.

ACTION ON MINUTES

On a motion from Mr. Lockard, seconded by Mr. Colton, the minutes of June 13, 2011 were approved as presented. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

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

REPORT OF MANAGER

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

Services

- There were 116 new services installed in June.
 - 1 – ¾” – City of Easton Bushkill Trail Project
 - (City of Easton, Domestic Service)
 - 1 – ¾” – Woodridge Falls III
 - (Palmer Twp., Domestic Service to Maintenance Building, Apartment Portion)
 - 20 – ¾” - Woodridge Falls III
 - (Palmer Twp., Townhouse Units, Combination Domestic & Fire Service)
 - 44 – ¾” – Trio Farms Phase I
 - (Lower Nazareth Twp., 19 Combination Domestic & Fire for Townhomes, 25 Domestic only for Singles)
 - 1 – 1” – Trio Farms, Phase I
 - (Lower Nazareth Twp., Domestic Service, Sanitary Sewer Pumping Station)
 - 5 – 2” – Woodridge Falls III
 - (Palmer Twp., Domestic Service, Apartment Portion)
 - 19 - 1” – Trio Farms, Phase I
 - (Lower Nazareth Twp. Domestic Service & Fire Combination, Townhouse Units)
 - 20 – 1” – Woodridge Falls III
 - (Palmer Twp., Domestic Service & Fire Combination, Townhouse Units)
 - 5 – 2” Woodridge Falls III
 - (Palmer Twp., Fire Service, Apartment Portion)
- There were two services replaced in June.
 - 2 – ¾” – 125A & 125B North 14th St. (City of Easton, replace leaking lead service – found with data loggers)

- There were two main breaks in June.
 - 8" – Meadow Lane Dr. (Forks Twp., radial break near location of break from winter)
 - 8" – 407 West St. Joseph St. (City of Easton, longitudinal break)
- There were 267 feet of main installed in June.
 - 267' – 1 ½" – North 14th St. (City of Easton, plastic pipe)
- There were two hydrants replaced in June.
 - Porter & March St. (City of Easton, replaced old Corey hydrant)
 - 1550 Lehigh Dr. (Borough of West Easton, replaced hydrant damaged by unknown vehicle)
- There were two valves replaced in June.
 - Replaced existing hydrant valve so the existing 8" x 4" tee was removed & replaced with an 8" by 6" tee with one new 8" valve and one new 6" valve, increasing the fire hydrant lateral to 6". The work was coordinated with the contractor's work on Cattell St. so only one service interruption was required.
 - 8" Porter & March St. (City of Easton)
 - 6" Porter & March St. (City of Easton)
- There were four curb boxes maintained in June.
 - 2 – City of Easton
 - 2 - ESWA

Water Treatment Plant Project

- Completion timeline and punch list items still ongoing with an unknown completion date. Gannett Fleming will provide the Authority with final schedules for existing punch list items.
- Items being addressed: High and low service pumps, SCADA, Security, Recycle system. HVAC cooling and dehumidifying needs to be addressed at plant.
- Travelers Insurance gave the plant high grades for a recent inspection - no risks/deficiencies.

City of Easton Infrastructure Improvement Project

- Part A:
 - The contractor has completed the installation of the main on N. 3rd St. and Spring Garden St.
 - The contractor is working on installing the new water main on 4th St. and is through the intersection with Church St. and approaching Northampton St.
 - The contractor completed all of the water system work on Cattell St. on June 20th.
 - ESWA met with the contractor, PennDOT and the City of Easton on June 30th to discuss the restoration of the pavement on Cattell

St., College Ave., and North 3rd St. The contractor hoped to start the restoration of the trenches the week of July 18th.

- The restoration of the trenches and the milling and overlay of North 3rd St. will be coordinated with the City of Easton's Bushkill Trail Project, as the milling and overlay cannot be completed until the ADA ramp have been installed by the City's contractor. The new crosswalks will be installed once the milling and overlay has been completed by the City's contractor and ESWA's contractor.
- Parts B & C:
 - Water System work on Berwick St. & 9th St. was completed in June, so all water system work in Parts B & C has been completed.
 - Trench restoration has been completed on Butler St., Wolf Ave., Wilkes Barre St., and Lincoln St.
 - Trench restoration on Berwick St. and Williams St. should be completed during the week of July 11th.
 - Trench restoration on 9th St. & Bushkill Dr. should be completed by the end of July.
- Davis St. Pumping Station:
 - The masonry at the station has been completed and the roof has been installed on the structure.
 - The general and electrical contractors are now working on installing the remaining internal components to the station.
 - It is anticipated that the start up and testing of the station should occur in late August, with the pump station being placed in service by early September.
- ADA Ramps:
 - The Preconstruction meeting for the Gannett Fleming designed ramps was held on July 7th. The contractor anticipates beginning construction for the ramps on August 1st, with work beginning on Cattell St.
 - The Preconstruction meeting for the Barry Isett & Associates designed ramps is scheduled for July 12th at 2:00 pm. The contractor anticipates beginning construction of the ramps in late July. ESWA will discuss the possibility of starting two crews on the project to ensure the work is completed in the allotted time schedule.
- South 3rd St.(Tentative):
 - Approval of additional GF Scope of Service – July 11, 2011
 - Obtain Authorization to Advertise – August 8, 2011
 - Advertise to Bid – September 1, 2011
 - Bid Opening – October 11, 2011
 - Issue Notice to Award – December 9, 2011

- Issue Notice to Proceed – January 9, 2012
- Construction – January 9, 2012- April 30, 2012

Liebermann Terrace Water Main Improvements

- ESWA staff has laid out the proposed water main location and will be starting to lay new water main over the next few weeks.

Christian Springs Project

- ESWA crews will follow sanitary sewer installation crew and install 2600' of 12" water main. The road will be completely reconstructed after the water and sanitary sewer work has been completed.

Mitman Road Project

- ESWA personnel are installing approximately 100 feet of 8" water main on Mitman Road in order to service a property presently served by a well. The cost of the water extension is being paid for by the property owner.

Georgetown Road Project

- ESWA personnel completed all water main work.

Woodridge Falls III

- ESWA installed the remainder of the service laterals to the apartment units and the next 20 townhome units in June. The remaining 40 laterals for the townhome units should be installed by the end of 2011.

Trio Farms

- ESWA installed the service laterals for Phase I in June. Building construction is expected to begin in late summer. Construction of future phases will be dependent upon construction progress in Phase I.

Flushing

- The Knox Ave. North Flushing Program:
 - Started June 13 and is scheduled to be completed on July 18. This includes the southwestern portion of Forks Twp. and the areas of Palmer Twp. north of Rt. 22.
- The Knox Ave. Central Flushing Program:
 - Once the Knox Ave. North Flushing Program has been completed, flushing will be performed in the Knox Central Flushing Program, which includes the area of Palmer Twp. north of Rt. 22 and east of Greenwood Ave. The Knox Central Program should be completed in early August
- June 2011 Flushing Totals: 6,337,440 gallons
- Year to Date Totals: 15,174,063 gallons

Customer Service

- There were a total of 23 new meter installations, 20 reinstalled meters installations, 41 meter changes, and 117 MTU installations for the month of June.

- Turn Off for Repairs – 9 Total
- Turn Off & Removal for Final – 18 Total
- Turn Off & Removal (Seasonal) – 0 Total
- Turn Off for Insufficient Funds – 3 Total
- Turn Off for Non-Payment of Sewer – 75 Total
- Turn Off for Non-Payment of Water – 30 Total
- Turn Off for Violations (Meter Changes) – 0 Total
- Turn On – 109 Total

Property/ Liability/ Workers Compensation Insurance

- Management will be working with Easter Alliance to implement a new State Safety Certification Program for the Authority.

Asset Management Plan

- Staff has completed 75% of the Distribution Inventory data entry for the Asset Management Plan.

Rules & Regulations

- The Authority's rules and regulations are currently being updated.

Partnership for Safe Water

- Management is reviewing a distribution system partnership program for the Partnership for Safe Water Program.

On a motion from Mr. Churchman, seconded by Mr. Bergren, requisitions were approved for payment July 11, 2011 (items 3400 - 3409, totaling \$ 1,025,283.84). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

At this time, Roy White, Executive Director stated that Total Funds on Deposit totaled \$ 4,250,648.34 on May 31, 2011 and \$ 4,440,216.08 on June 30, 2011.

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss several business items including the status of the City of Easton construction project and the Authority By-laws.

Budget & Finance Committee –

At this time, Stephanie Kinsell, Business Manager, discussed the Cash Flow Forecast 2011, July 2011 Project Status Report, Debt Obligations (revised 7/1/2011), Capital Improvement Fund Sheet for period June 1, 2011 to June 30, 2011, Income Statement – Budget Comparison Sheet for May 2011.

Pension Committee –

Mr. Bergren, Chairperson, stated that the Pension Committee meeting set for July 21, 2011 will be rescheduled to the beginning of August. The Pension Committee members will discuss a meeting date and time after the Board Meeting.

Personnel Committee –

Mr. Lockard, Chairperson, stated that he would like to examine additional coverage: Directors and Officers Liability, Employee Benefit Liability, Employment Practices Liability, Employee Dishonesty Liability, and Board Treasurer's Bond/ Coverage. The Personnel Committee members will discuss a meeting date and time after the Board Meeting.

Risk Management Committee –

No Report

Building Committee –

No Report.

Security Committee –

No Report.

By-law Committee – Mr. Colton distributed and discussed the proposed revisions to the Authority's By-laws. Mr. Walters stated that he will review By-law Article II – Section 6 (Power and Duties of the Treasurer).

REPORT OF SOLICITOR

Mr. Walters, Solicitor, stated that the plaintiff has filed an appeal in the Zeigler legal case against the Authority.

The Authority was notified by Travelers Insurance that the Authority has been removed as a defendant in the case brought on by Ms. Behn against Abbonizio and Sons related to the Palmer Township North Water Main Project.

The Board was advised that the original Partial Release, Discharge and Termination of Right Of Way in favor of Penn DOT on the St.Luke's project was submitted to PennDOT and rejected. The parties have revised the document and the same will be submitted to the Chairman and Secretary for execution upon conclusion of the meeting. No Board action is required as the Board previously approved the execution of a release, subject to review by the Authority Solicitor.

UNFINISHED BUSINESS

No Report.

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:30 PM. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Hillary C. Weiss
Recording Secretary