

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

**Easton, PA
Monday
September 10, 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
Theodore J. Veresink
Robert Walker

Absent: 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

Page 4397 under flushing, the third bullet on the third line, was changed to reflect the proper spelling of Avenue.

On a motion from Mr. Colton, seconded by Mr. Veresink, the minutes of August 13, 2012 were approved with the change. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Lockard, seconded by Mr. Bergren, the minutes of the special meeting on August 23, 2012 were approved. No public comment was received.

Motion adopted by the following vote:

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

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.

REPORT OF EXECUTIVE DIRECTOR

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

- New Services
 - 20 – 1" Fire & ¾" Domestic (Woodridge Falls III, Palmer Township)
- Service Replacements
 - 1 – ¾" 1317 Spruce Street (City of Easton, replaced lead service)
 - 1 – ¾" 720 Pine Street (City of Easton, replaced leaking lead service)
- Repaired Hydrants
 - 3417 Bridlepath Road (Palmer Township, replaced O-ring and collar)
 - 8 Brentwood Avenue (Palmer Township, replaced O-ring)
 - Richmond Road & Ramblewood Drive (Forks Township, replaced O-ring and main washer)
- Replaced Hydrants
 - Church Street & West Street (City of Easton, replaced old hydrant with incorrect threads)
 - Sitgreaves Street & Northampton Street (City of Easton, replaced old hydrant with incorrect threads)

- Appleblossom Road & Green Trail (Forks Township, replaced hydrant that broke during flushing)
- Valves
 - Repaired
 - Repaired 6" valve at the intersection of Hecktown Road & Clearview Street (Palmer Township, repacked valve)
- Curb Box Maintenance
 - 1 - ESWA
- Blow Offs
 - Installed new 1" blow off at 1317 Spruce Street (City of Easton, no blow off on end of main)
- Service Information
 - New Meters Installation
 - 5 – 5/8" COE
 - 13 – 5/8" ESWA
 - 1 – 3/4" ESWA
 - 4 – 1" ESWA
 - 1 – 1-1/2" COE
 - Reinstall Meter
 - 4 – COE
 - 5 - ESWA
 - Meter Changes
 - 7 – 5/8" COE
 - 20 – 5/8" ESWA
 - 1 – 1" COE
 - 1 – 1" ESWA
 - 3 – 1-1/2" ESWA
 - 10 – 2" ESWA
 - 2 – 3" COE
 - 1 – 6" ESWA
 - MTU's
 - 28 - COE
 - 105 - ESWA
 - Turn Off for Repairs
 - 5 – COE
 - 16 - ESWA
 - Turn Off and Remove for Final
 - 10 – COE
 - 5 - ESWA
 - Turn Off for Insufficient Funds
 - 2 - ESWA
 - Turn Off for Non-Payment of Sewer

- 12 – COE
 - Turn Off for Non-Payment of Water
 - 13 – COE
 - 29 - ESWA
 - Turn On
 - 28 – COE
 - 53 - ESWA
- Flushing
 - Flushing was completed in the Knox Avenue North System 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 was completed in the Knox Avenue Central System on August 13, 2012. This includes the portion of Palmer Township that is north of Route 22, east of Greenwood Avenue and south of Park Avenue and the Bushkill Creek.
 - Flushing began in the North High System, which includes most of Forks Township, on August 14, 2012 and is scheduled to 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
 - August 2012: 6,039,565 gallons
 - Year To Date: 26,561,040 gallons
- Authority Projects
 - City of Easton Improvements
 - Contract I: Part A
 - The subcontractor returned 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 bars were painted in August.
 - Wilden Acres Phase II Improvements
 - ESWA personnel installed a new 12” x 8” cross with valves at the intersection of Freemansburg Avenue & Whitney Avenue.

- ESWA personnel are working to install a new 12” water main on Whitney Avenue between Freemansburg Avenue and Butternut Lane
 - ESWA staff is working to finalize the route for the proposed improvements which will be performed in 2012 and 2013.
- Palmer Tank Painting and Modifications
 - The Palmer Tank was taken out of service on August 23, 2012 and finished draining on August 25, 2012.
 - The tank contractor began steel work on August 27, 2012, cutting in the new access hatches and removing the old ladder.
 - The work is anticipated to take 6 to 8 weeks so the tank should be placed back into service by the end of October.
- 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 October/November.
- Green Pond Road/Greenwood Avenue Improvements
 - ESWA personnel will be installing 500’ of 8” DIP on Greenwood Avenue in order to replace the existing 2” galvanized main in this area.
 - Water main installation is scheduled to begin in September, with water system work being completed in October.
- Water Treatment Plant
 - High Service Pump Replacement
 - Board selected Option 2 at the August 23rd Special Meeting
 - Other unresolved project issues being dealt with
- Administration
 - Pandemic Plan
 - PA DEP Monitoring and Reporting Requirements

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Lockard, requisitions were approved for payment September 10, 2012 (items 3558-3565, totaling \$170,018.92). No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Colton, Moorehead, Veresink, Walker, Cain (Chairman) (8)

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 the update on the water treatment plant pumping issues.

Budget and Finance –

No Report.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: September 2012 Project Status Report, Debt Obligations at August 31, 2012, August 31, 2012 Funds on Deposit, Cash Flow Forecast 2012, Income Statement – Budget Comparison for July 2012.

Pension Committee –

No Report. Mr. Bergren, Chairperson, stated that the committee will be scheduling a meeting for mid-October.

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 3:58pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Erin L. Rapp
Recording Secretary