

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

**Easton, PA  
Monday  
October 10, 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  
Charles W. Churchman  
R. Kirkwood Colton  
Donald W. Lockard  
Michael G. Moorehead  
Theodore J. Veresink  
Timothy A. Cain (Chairman)

Absent: Robert J. Bergren, Margaret H. Poswistilo

Guest: Bob Walker

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.; Ed Sieger, Express-Times Newspaper; Hillary C. Weiss; 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. Colton, the minutes of September 12, 2011 were approved as presented. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Churchman, Colton, Lockard, Moorehead, Veresink, Cain (Chairman)  
(7)

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 MANAGER**

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

- New Services - 3
  - 2 – 2" Domestic 4034 Jandy Blvd. (Bottom Dollar Foods, Lower Nazareth Twp.)
  - 1 – 6" Fire 4034 Jandy Blvd. (Bottom Dollar Foods, Lower Nazareth Twp.)
- Service Repair - 1
  - 1 – ¾" 729 Arndt Road (Forks Twp., found leaking sweat joints underground on both sides of the curb stop.)
- Main Breaks - 1
  - 6" – 3553 Baldwin Dr. (Palmer Twp., radial break)
- Service Changeovers - 20
  - Christian Springs Rd.
    - 2 – ¾" Service Lateral Replacements (replaced plastic laterals)
    - 2 – ¾" Service Lateral Reconnections (connected to existing copper laterals)
  - James Dr.
    - 7 – ¾" Service Lateral Replacements (replaced plastic laterals)
    - 9 – ¾" Service Lateral Reconnections (connected to existing copper laterals)
- Main Installation – 2,073'
  - Christian Springs Road Project (Lower Nazareth Twp.)
    - 637' of 12" on Christian Springs Rd.
    - 833' of 8" on James Dr.
    - 3' of 6" on James Dr.
    - 6' of 8" on Brandywine Dr.
    - 7' of 6" on Brandywine Dr.
  - Woodridge Falls III (Palmer Twp.)
    - 566' of 8" on Grandview Dr.
    - Bottom Dollar (Lower Nazareth Twp.)
    - 21' of 8" on Jandy Blvd.

- New Public Hydrant - 1
  - Christian Springs Road Project (Lower Nazareth Twp.)
    - James Dr. (cul-de-sac)
  
- Curb Box Maintenance - 3
  - City of Easton – 1
  - EWSA - 2
  
- Water Treatment Plant:
  - Completion timeline and punch list items still ongoing with an expected completion date between January and March of 2012.
  - Items being addressed:
    - High and low service pumps – reviewing with Gannett Fleming
    - SCADA
    - Security
    - Recycle system
    - HVAC
    - Chemical feed and transfer equipment
  
- City of Easton Project:
  - Part A:
    - The contractor should be completing the installation of the 16” water main on Washington St. by October 7, 2011.
    - Once the water main installation has been completed, they will work on connecting the service laterals to the new water main on Spring Garden St. and 4<sup>th</sup> St.
    - The milling and overlay was completed on Cattell St., College Ave. and North 3<sup>rd</sup> St.
  
  - Part B & C:
    - All water system work has been completed in Parts B and C.
    - All trench restoration work has been completed in Parts B and C.
    - The contractor has completed all concrete (curbing and sidewalk) restorations.
    - The milling and overlaying of the streets will begin on October 10, 2011 and is anticipated to be completed in two weeks.
  
  - Davis Street Pumping Station:
    - Start up of the station was performed on October 5, 2011 and the new pumping station will be placed in service once the operating permit is received from the DEP.
    - The demolition of the existing pump station and the remainder of the site work will be completed once the new pump station is placed in service.

- ADA Ramps – Heim:
  - Heim has completed the installation of all of the ADA ramps in their contract, as well as the intersection of 4<sup>th</sup> St. and Ferry St., which was added to their contract.
  - GF and ESWA will perform a final walk through and create a punch list of any remaining items that need to be addressed.
- ADA Ramps – F.A. Rohrbach:
  - Rohrbach has completed the ramps on Wilkes Barre St., Berwick St. & Williams St.
  - Rohrbach is currently working on the ramps on Butler St. and Wolf Ave. and will then work on the ramps on 9<sup>th</sup> St.
- Authority Projects:
  - Lieberman Terrace Water Main Improvements:
    - Water Main installation and testing has been completed.
    - The service lateral reconnections will be made once the Christian Springs Rd. Water Main Project is completed.
  - Christian Springs Road
    - ESWA is installing 2600 feet of 12” water main on Christian Springs Road to replace the existing 6” Asbestos cement water main in coordination with the installation of the new sanitary sewer main for the Trio Farms development and the subsequent reconstruction of Christian Springs Rd.
    - ESWA is replacing 800 feet of 6” cast iron main on James Dr.(off Christian Springs Rd.) that has a history of numerous water main breaks since the Authority took over the Lower Nazareth System in the late 1990’s.
    - All water system work was completed in the end of September on Christian Springs Rd. and James Dr.
    - ESWA will be installing base course in the water system trenches on James Dr. in early October. The final wearing course will be installed in the Spring of 2012.
- Flushing 2011:
  - The North High South Flushing Program was started on September 2, 2011 and was completed on September 19, 2011.
  - The 15<sup>th</sup> Street Flushing Program was started on September 19, 2011 and should be completed on October 18, 2011. This includes the Boroughs of West East and Wilson.
  - After the 15<sup>th</sup> Street System is completed, flushing will be performed in the Lower Nazareth System.
  - September 2011 Flushing Totals: 5,003,178 gallons
  - Year to Date Totals (2011): 29,648,918 gallons

- Customer Service:
  - There were a total of 10 new meter installations, 12 reinstalled meter installations, 82 meter changes, and 144 MTU installations for the month.
  - Turn Off for Repairs – 5 Total
  - Turn Off & Removal for Final – 16 Total
  - Turn Off & Removal (Seasonal) – 7 Total
  - Turn Off for Insufficient Funds – 0 Total
  - Turn Off for Non-Payment of Sewer – 11 Total
  - Turn Off for Non-Payment of Water – 25 Total
  - Turn Off for Violations (Meter Changes) – 0 Total
  - Turn On – 55 Total
  
- Administration:
  - Twin Reservoirs
    - Geophysical/ Geotechnical Investigation
    - Property Survey
  - 2012 Operating Budget submitted to Finance Committee
  - 2012-2016 Operating Budget submitted to Finance Committee
  - Safety Committee facility inspections
    - Plant inspection – October 6<sup>th</sup>
    - Meeting scheduled for October 20<sup>th</sup>
  - Water Treatment Plant Transition Plan and team established

On a motion from Mr. Moorehead, seconded by Mr. Barefoot, requisitions were approved for payment October 10, 2011 (items 3443-3456, totaling \$506,411.67). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Churchman, Colton, Lockard, Moorehead, Veresink, Cain (Chairman)  
(7)

Nays: None

At this time, Roy White, Executive Director stated that Total Funds on Deposit totaled \$5,287,066.92 on August 31, 2011 and \$5,064,914.38 on September 30, 2011.

### **REPORT OF COMMITTEES**

#### **Executive Committee –**

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss routine business matters including: budgeting, water rates, and possible changes to the board committee structure.

At this time, Roy White, Executive Director, distributed a general scope of Board member responsibilities from June of 2003. The Authority may eliminate the security committee and fold security functions under another committee.

At this time, the board acknowledged and recognized Mr. Charles W. Churchman's years of service on the Easton Suburban Water Authority Board. A formal resolution detailing Mr. Charles W. Churchman's years of service will be created.

**Budget & Finance Committee –**

At this time, Stephanie Kinsell, Business Manager, discussed the October 2011 Project Status Report, Debt Obligations (revised 10/01/2011), Capital Improvement Fund Sheet for period September 1, 2011 to September 30, 2011, and the Income Statement – Budget Comparison Sheet for August 2011.

A Budget & Finance Committee meeting will be scheduled after today's board meeting.

**Pension Committee –**

The Pension Committee and Authority staff met on Monday, August 1, 2011 with Kurt Kreisher of Smith Barney and Dan Graham of Principal Financial Group. Meeting items discussed included: New Plan Investments, Investment Numbers, RetireView Options, Target Date Funds Concept, Fee Formulas, and Fund Options.

Mr. Cain, Chairperson, stated that the Pension Committee has changed the share rate level to reduce fees and has added additional investment options for Authority employees. An action has been taken to implement the new pension plan changes.

**Personnel Committee –**

No Report

**Risk Management Committee –**

No Report

**Building Committee –**

No Report.

**Security Committee –**

No Report.

**REPORT OF SOLICITOR**

At this time, Tom Walters, Solicitor, explained his attendance at a recent Right-to-Know seminar that was held in Bethlehem, PA.

**UNFINISHED BUSINESS**

No Report.

**NEW BUSINESS**

At this time, Ted Veresink, Board member, discussed his attendance at a recent AWWA water works operators conference held in Bethlehem, PA. He applauded the Authority's participation with regards to this year's educational event.

**ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:00 PM. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Churchman, Colton, Lockard, Moorehead, Veresink, Cain (Chairman)  
(7)

Nays: None

Respectfully Submitted

Hillary C. Weiss  
Recording Secretary