

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

**Easton, PA
Monday
September 12, 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
Michael G. Moorehead
Theodore J. Veresink
Timothy A. Cain (Chairman)

Absent: Donald W. Lockard, Margaret H. Poswistilo

Guest: Bob Walker

Also in attendance were Roy A. White, Executive Director; Craig Swinsburg, Assistant Executive Director; Stephanie Kinsell, Business Manager, Tim Ryan, IT Manager; Thomas Walters, Solicitor, Lewis & Walters; Rachel Govelovich, Gannett Fleming Inc.; Ed Sieger, Express-Times Newspaper;

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 August 8, 2011 were approved as presented. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the August 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 - 17
 - 16 – ¾” Domestic Hidden Oaks, Phase V (Lower Nazareth Twp., Sterling Properties)
 - 1 – 3” Fire 548 Canal St. (City of Easton, Shiloh Baptist Church Property)
- Service Replacements - 2
 - 1 – ¾” 139 S. 12th St.(City of Easton, replaced leaking lead service)
 - 1- ¾” 826 Northampton St. (City of Easton, replaced leaking lead service)
- Main Breaks - 1
 - 8” – Rensselaer Avenue (Forks Twp., push joint on DIP came apart)
- Service Changeovers: 32
 - Christian Spring Roads Project (Lower Nazareth Twp.)
 - 2 – ¾” Service Lateral Replacements (replaced plastic laterals)
 - 8 – ¾” Service Lateral Reconnections (connected to existing copper laterals)
 - 4 – 1” Service Lateral Reconnections (connected to existing copper laterals)
 - Green Pond Road (Palmer Twp.)
 - 18 – ¾” Green Pond Road (Palmer Township). Installed new ¾” service laterals from 16” water main on Green Pond Road to homes presently served by galvanized mains in the rear of the homes. Service laterals were installed prior to PennDOT overlaying the road to reduce ESWA installation and restoration costs.
- Main Installation: 1,879’
 - Christian Springs Road Project (Lower Nazareth Twp.)
 - 1,818’ of 12” on Christian Springs Road
 - 28’ of 8” on Lexington Drive
 - 4’ of 8” on Concord Drive
 - 29’ of 6” for hydrant laterals
- Public Hydrant- 1

- Christian Springs Road Project (Lower Nazareth Twp.)
Christian Springs Road & Concord Drive
- Repaired Hydrant: 2
 - Highland Drive & Crest Boulevard (Palmer Twp.)
 - Repaired hydrant damaged by car and will bill repair costs to car owner.
 - William Penn Plaza (Greenwood Avenue & William Penn Highway, Palmer Twp.)
 - Repaired hydrant damaged by car and will bill repair costs to car owner.
- Replaced Hydrant: 2
 - Christian Springs Road Project (Lower Nazareth Twp.)
 - 4275 Christian Springs Road
 - 4309 Christian Springs Road
- Water Treatment Plant:
 - Plant power outage from 5:00 pm Aug. 24, 2011 to 11:00 am Aug. 25, 2011.
 - Completion timeline and punch list items still ongoing with an unknown completion date.
 - Items being addressed:
 - High and low service pumps
 - SCADA
 - Security
 - Recycle system
 - HVAC
 - Chemical feed and transfer equipment
- City of Easton Project
 - Part A:
 - The contractor has completed the installation of the new 24" water main on 4th St. to the intersection with Washington St.
 - The contractor has approximately 600 feet of 16" main left to install on Washington Street between 3rd Street and 4th Street.
 - Trench restoration work began on Cattell Street, College Avenue and North 3rd Street began on August 4, 2011 and was completed by August 26, 2011.
 - The milling and overlaying of Cattell Street, College Avenue and North Third Street is scheduled to begin on September 6, 2011 and should be completed by September 16, 2011.
 - 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 once the ADA ramps have been installed.
- Davis Street Pumping Station
 - The SCADA equipment was delivered to the site on August 29, 2011 and the contractors are working to complete the installation of the remaining equipment at the station.
 - Start up and testing of the new station should be performed in late September with the station hopefully being placed in service in early October.
- ADA Ramps - Heim:
 - Heim began work on the ADA ramps on Cattell Street on Tuesday, August 2, 2011 and completed the ramps on Cattell Street on Friday, August 19, 2011.
 - Heim is presently working on the ramps at the intersections of Berwick Street and Centre Street, 13th Street and Butler Street and 9th Street and Wood Avenue. These ramps should be completed by September 16, 2011.
- ADA Ramps - F.A. Rohrbach
 - Rohrbach completed the ramps on Wilkes Barre Street and is now working on the ramps on Berwick Street.
 -
- 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 Road 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 Road.
 - Water main installation began on August 1, 2011 and should be completed by September 16, 2011.
 - Service lateral reconnections have started on portions of the new water main where the main has already been tested and should be completed by September 23, 2011.

- Flushing 2011:
 - The North High North Flushing Program was started on August 2, 2011 and completed on September 1, 2011. This includes the northern portion of Forks Township.
 - The North High South Flushing Program was started on September 2, 2011 and should be completed on September 19, 2011.
 - After the North High South Flushing Program is completed the 15th Street Flushing Program will be performed, which includes the water mains in the Boroughs of West Easton and Wilson.
 - August 2011 Flushing Totals: 4,101,248 gallons
 - Year to Date Totals (2011): 24,633,637 gallons

- Customer Service:
 - There were a total of 8 new meter installations, 21 reinstalled meter installations, 82 meter changes, and 91 MTU installations for the month.
 - Turn Off for Repairs – 16 Total
 - Turn Off & Removal for Final – 8 Total
 - Turn Off & Removal (Seasonal) – 0 Total
 - Turn Off for Insufficient Funds – 1 Total
 - Turn Off for Non-Payment of Sewer – 36 Total
 - Turn Off for Non-Payment of Water – 27 Total
 - Turn Off for Violations (Meter Changes) – 0 Total
 - Turn On – 96 Total

- Administration:
 - Twin Reservoirs
 - State Safety Certification Meeting – August 18th
 - Metered Rate Analysis

On a motion from Mr. Moorehead, seconded by Mr. Barefoot, requisitions were approved for payment September 12, 2011 (items 3425-3442, totaling \$1,359,832.15). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

At this time, Roy White, Executive Director stated that Total Funds on Deposit totaled \$5,868,545.92 on July 31 2011 and \$5,287,066.92 on August 31, 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.

Budget & Finance Committee –

At this time, Stephanie Kinsell, Business Manager, discussed the September 2011 Project Status Report, Debt Obligations (revised 9/01/2011), Capital Improvement Fund Sheet for period August 1, 2011 to August 31, 2011, and the Income Statement – Budget Comparison Sheet for July 2011.

Pension Committee –

Mr. Bergren, Chairperson, stated that 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.

Principal Financial Group has providing the Authority with a summary. The Pension Committee scheduled to meet Tuesday, September 20, 2011 at 2:30 pm.

Personnel Committee –

No Report

Risk Management Committee –

No Report

Building Committee –

No Report.

Security Committee –

No Report.

REPORT OF SOLICITOR

Copies of the resolution updating the By-Laws that were passed August 8, 2011 were distributed to Stephanie Kinsell.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

No Report

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:09 PM. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Hillary C. Weiss
Recording Secretary