

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

**Easton, PA
Monday
April 8, 2013
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
Margaret H. Poswistilo
Theodore J. Veresink
David Veshosky
Robert Walker

Absent: None

Also in attendance were Roy A. White, Executive Director; Craig Swinsburg, Assistant Executive Director; Timothy Ryan, IT Manager; 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

On a motion from Mr. Colton, seconded by Mr. Walker, the minutes of March 11, 2013 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Poswistilo, Veresink, Veshosky, Walker, Cain (Chairman) (9)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the March 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.

- Service Replacements
 - 1 - 3/4" at 139 Spring Garden Street (City of Easton, replaced leaking lead service)
 - 1 - 3/4" at 496 Georgetown Road (Lower Nazareth Township, replaced leaking plastic service)
 - 1 - 3/4" at 2004 Freemansburg Avenue (Borough of Wilson, replaced lead service)

- Service Repair
 - 1 - 3/4" at 4009 Freemansburg Avenue (Palmer Township, damaged by UGI's contractor)
 - 1 - 3/4" at 138 Pennsylvania Avenue (City of Easton, damaged by UGI's contractor)

- Main Breaks
 - 6" - Knox Avenue & Cattell Street (City of Easton, radial break)
 - 6" - 1117 Washington Street (City of Easton, radial break)
 - 6" - 3731 Southwood Drive (Palmer Township, radial break)
 - 6" - 147 Applewood Drive (Palmer Township, radial break)
 - 8" - 611 Nazareth Pike (Lower Nazareth Township, radial break)

- Main Installation
 - Wilden Acres Phase II Improvements
 - 1553' of 12" on Bike Path
 - 973' of 12" on Sheridan Drive
 - 937' of 12" on Butternut Lane
 - 930' of 12" on Fairview Avenue

- New Hydrants
 - Public
 - Fairview Avenue & Hickory Lane (Palmer Township, Wilden Acres Project)
 - Sheridan Drive & Chetwin Terrace (Bethlehem Township, Wilden Acres Project)

- Replaced Hydrants
 - Fleetwood Street & Stones Crossing (Palmer Township, replaced old hydrant)

- Whitfield Street & Edgemore Avenue (Palmer Township, replaced old hydrant)
- 1000 South 27th Street (Palmer Township, replaced old hydrant)
- Fairview Avenue & Butternut Lane (Palmer Township, Wilden Acres Project)
- Iron Street & Berwick Street (City of Easton, replaced old hydrant)
- Elizabeth Avenue & Richmond Road (Forks Township, replaced old hydrant)

- Valves
 - Repaired
 - 4" - Iron Street & Berwick Street (City of Easton)
 - 6" - Elizabeth Avenue & Richmond Road (Forks Township)

- Curb Box Maintenance
 - 2 - COE
 - 1 - ESWA

- Service Information
 - New Meters Installation
 - 1 - 5/8" COE
 - 11 - 5/8" ESWA
 - 2 - 3/4" ESWA
 - 4 - 1" ESWA
 - Reinstall Meter
 - 3 - COE
 - 7 - ESWA
 - Meter Changes
 - 3 - 5/8" COE
 - 25 - 5/8" ESWA
 - 1 - 3/4" COE
 - 3 - 3/4" ESWA
 - 19 - 1" ESWA
 - 1 - 3" ESWA
 - MTU's
 - 14 - COE
 - 91 - ESWA
 - Turn Off for Repairs
 - 5 - COE
 - 5 - ESWA
 - Turn Off and Remove for Final
 - 7 - COE
 - 4 - ESWA
 - Turn Off for Insufficient Funds
 - 2 - COE
 - Turn Off for Non-Payment of Sewer
 - 12 - COE
 - 1 - ESWA

- Turn Off for Non-Payment of Water
 - 17 - COE
 - 27 - ESWA
- Turn On
 - 42 - COE
 - 46 - ESWA
- Flushing
 - Flushing will resume in April, starting in the Knox Avenue West System, which is the portion of Bethlehem Township west of Route 33 and south of Route 22.
- Authority Projects
 - Wilden Acres Phase II Improvements
 - The 12" water main was installed in March.
 - ESWA personnel are working on the service lateral changeovers and the connections to the existing water mains, which should be completed by the end of April.
 - Timberlane Drive Water Main Replacement
 - Installation of the 8" water main will be completed in early April.
 - Service lateral changeovers and water main connections should be performed in late April or early May.
 - Plainfield Tank Painting and Modifications
 - Authority personnel began draining the tank on Monday, April 1, 2013 and the contractor is scheduled to be on site on Friday, April 5, 2013.
 - The work is anticipated to take approximately 6 weeks to complete, so the tank should be back in service in the middle of May.
- Water Treatment Plant
 - High Service Pump Replacement
 - Filter Plant Performance Evaluation
 - Outstanding Project Issues
- Administration
 - Tank Maintenance RFP
 - ESWA / COB Service Territory Discussion
 - Northwood Avenue Transmission Main Break
 - MetEd Service Line Replacement
 - Lafayette College
 - 2012 Financial Audit
 - Pension Committee Meeting
 - CCR

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Veresink, requisitions were approved for payment April 8, 2013 (items 3621-3627, totaling \$123,402.99). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Poswistilo, Veresink, Veshosky, Walker, Cain (Chairman) (9)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met on March 25th with Roy White, ESWA's Solicitor, and Gene Koontz from Gannett Fleming for discussions on coordination concerning the High Service Pumps replacement issue.

Mr. Cain also stated that the Executive Committee met prior to the Board Meeting to discuss routine business matters, as well as the High Service Pump Replacement and Lafayette College.

Budget and Finance –

Mr. Bergren, Chairperson, stated that the auditors have been in and numbers have been updated. A meeting will be scheduled before the report is presented to the board.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Debt Obligations at March 31, 2013; Funds on Deposit March 31, 2013; Cash Flow Forecast 2013; Income Statement – Budget Comparison for February 2013.

Pension Committee –

Mr. Barefoot, Chairperson, stated that a meeting is scheduled for tomorrow with the administrator of the pension plan.

Personnel Committee –

Mr. Lockard, Chairperson, stated that a meeting was held on March 14th to discuss a proposal for benefits. A summary will be presented to the board at the next meeting.

Risk Management Committee –

No Report.

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

Mr. White, Executive Director requested a change in signatories for checks by adding Stephanie Kinsell, Business Manager to the list. Attorney Walters will be checking the By-Laws for any issues in changing signatories.

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the meeting was adjourned at 4:06 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Poswistilo, Veresink, Veshosky, Walker, Cain (Chairman) (9)

Nays: None

Respectfully Submitted

Erin L. Rapp
Recording Secretary