

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

**Easton, PA  
Monday  
January 14, 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  
Robert Walker

Absent: Michael G. Moorehead

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. Veresink, seconded by Mr. Barefoot, the minutes of December 10, 2012 were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

**REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the December 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
  - 1 – ¾" 1224 Dewalt Drive (Forks Township)
  
- Service Replacements
  - 2 – ¾" 2116 & 2118 Northampton Street (Borough of Wilson, replaced leaking lead service)
  - 2 – ¾" 128 & 130 South 17<sup>th</sup> Street (Borough of Wilson, replaced leaking lead service)
  - 1 – ¾" 161 Parker Avenue (City of Easton, replaced leaking lead service)
  - 1 – ¾" 4614 Fir Drive (Lower Nazareth Township, replaced leaking plastic service)
  
- Main Breaks
  - 12" – 1854 Freemansburg Avenue (Borough of Wilson, Longitudinal Break)
  - 6" – 2100 Washington Street (Borough of Wilson, Radial Break)
  - 6" – 222 5<sup>th</sup> Street (Borough of West Easton, Longitudinal Break)
  - 6" – 1533 Mine Lane Road (Palmer Township, Longitudinal Break)
  - 6" – 109 Old Orchard Drive (Palmer Township, Radial Break)
  - 6" – 110 Kendon Drive (Palmer Township, Radial Break)
  - 6" – 2933 Washington Street (Palmer Township, Radial Break)
  
- Repaired Hydrants
  - 23 Total (Repairs done after hydrant inspection)
    - 8 – Bethlehem Township
    - 1 – Forks Township
    - 1 – Borough of Glendon
    - 6 – City of Easton
    - 1 – Lower Nazareth Township
    - 16 – Palmer Township
  
- Valves
  - Repaired
    - 2 - 8" – Meadow Lane & Ramblewood Drive (Forks Township, valve leaking, replaced bonnet bolts)
  
- Curb Box Maintenance

- 2 - COE
- 3 - ESWA
  
- Service Information
  - New Meters Installation
    - 1 – 5/8” COE
    - 15 – 5/8” ESWA
    - 1 – ¾”
    - 3 – 1”
  - Reinstall Meter
    - 3 – COE
    - 3 - ESWA
  - Meter Changes
    - 31 – 5/8” COE
    - 10 – 5/8” ESWA
    - 1 – ¾” ESWA
    - 14 – 1” ESWA
    - 1 – 2” COE
    - 1 – 4” COE
    - 1 – 6” COE
  - MTU’s
    - 16 - COE
    - 135 - ESWA
  - Turn Off for Repairs
    - 4 – COE
    - 7 - ESWA
  - Turn Off and Remove for Final
    - 10 – COE
    - 11 - ESWA
  - Turn Off and Remove (Seasonal)
    - 1 - ESWA
  - Turn Off for Insufficient Funds
    - 1 - COE
    - 1 - ESWA
  - Turn Off for Non-Payment of Water
    - 24 - COE
    - 17 - ESWA
  - Turn On
    - 29 – COE
    - 31 – ESWA
  
- Authority Projects
  - Wilden Acres Phase II Improvements
    - The final easement plans and descriptions have been completed and the easement agreements are being provided to Bethlehem Township and Palmer Township.

- The water main installation on the bike path will be scheduled once the easement agreements with Bethlehem Township and Palmer Township are executed and recorded.
    - ESWA applied for the street opening permits for Butternut Lane and Fairview Avenue in Palmer Township and Sheridan Drive in Bethlehem Township. Weather permitting, main installation should begin on January 22<sup>nd</sup>.
  - Timberlane Drive Water Main Replacement
    - ESWA staff will be installing a new 8” ductile iron water main on Timberlane Drive between Southwood Drive and Old Orchard Drive where there has been a history of water main breaks and sinkholes on the existing 6” cast iron main.
    - The project will include the installation of approximately 900 feet of 8” water main, the installation of one fire hydrant and the reconnection of 15 service laterals.
    - Construction on the project is expected to begin in late January.
  - Plainfield Tank Painting and Modifications
    - ESWA staff took the tank out of service and began draining the tank on October 18<sup>th</sup>.
    - The steel work, blasting and priming of the exterior and blasting and priming of the interior has been completed.
    - ESWA began refilling the tank on January 7<sup>th</sup>, and it is anticipated that the tank will be placed back into service by January 14<sup>th</sup>.
    - The contractor will return in the spring to complete the painting of the exterior of the tank once weather conditions are favorable.
  - Palmer Tank Altitude Valve Chamber
    - ESWA is awaiting the fabrication, delivery and installation of the new valve chamber.
    - The remainder of the piping work will be completed once the chamber is installed.
    - Once the chamber is installed, the electrical service and SCADA equipment must be relocated to the new chamber.
  - ESWA Office Emergency Generator
    - The 200 kW trailer mounted generator was ordered in the beginning of December and is anticipated to be delivered in March.
    - The plans for the electrical modifications have been completed and ESWA will be attaining the electrical permit for the work so the work can be performed in February.
- Water Treatment Plant
  - High Service Pump Replacement
    - \$316,000
    - Negotiation with Fairbanks Morris
  - Other Unresolved Project Issues Being Dealt With
  - Filter Plant Performance Evaluation in February 2013
- Administration

- Insurance Claim for roof replacement
  - Claim - \$240,955
  - Settlement - \$250,955
- State Ethics Commission Forms
- Employee Manual Review

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mr. Lockard, requisitions were approved for payment January 14, 2013 (items 3583-3610, totaling \$70,039.05). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Poswistilo, 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 re-organization of the Board, election of the Officers of the Board, and the resignation of Mr. Moorehead and his open position on the Board.

#### **Budget and Finance –**

No Report.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Debt Obligations at December 31, 2012; Funds on Deposit December 31, 2012; Cash Flow Forecast 2012; and Income Statement – Budget Comparison for November 2012.

#### **Pension Committee –**

No Report.

#### **Personnel Committee –**

No Report.

#### **Risk Management Committee –**

No Report.

#### **Buildings and Properties Committee –**

No Report.

### **REPORT OF SOLICITOR**

No Report.

**UNFINISHED BUSINESS**

No Report.

**NEW BUSINESS**

Mr. Cain, Chairperson, stated that he received a resignation letter from Mr. Moorehead. The executive committee will be moving forward with finding a candidate to finish out his term which will expire in 2014. The opening is for a City of Easton resident.

At this time, Mr. Cain stepped down as Chairperson of the Board and Mr. Veresink, Chairperson of the Nominating Committee, conducted elections for Officers of the Board. Mr. Veresink stated that all nominees were contacted prior to the board meeting. The committee nominated Mr. Cain for Chairman of the Board, Mr. Lockard for Vice Chairman of the Board, Mrs. Poswistilo for Secretary of the Board, Mr. Colton for Assistant Secretary of the Board, and Mr. Bergren for Treasurer of the Board.

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the nominations were elected to serve a term of 3 years or until a successor is elected, whichever occurs first. No public comment received.

Motion adopted by the following vote:

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

Nays: None

Mr. Cain, Chairman stated that Mr. Lockard would take Mr. Moorehead's position on the Executive Committee, and Mr. Veresink would serve as Chairperson of the Risk Management Committee. All other positions would remain the same.

**ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:26 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Erin L. Rapp  
Recording Secretary