

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

**Easton, PA  
Monday  
March 11, 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; 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 page 4441 of the February 11, 2013 minutes, the time the Board entered into Executive Session was corrected to read 4:27 pm.

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the minutes of February 11, 2013 were approved with the change noted above. 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 February 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
  - 2 - 3/4" 2200/2202 Forest Street (Borough of Wilson, replaced leaking lead services)
- Service Repair
  - 3/4" 1901 Ferry Street (Borough of Wilson, replaced broken curb stop)
- Main Breaks
  - 3" - Hart Street (City of Easton, radial break)
  - 6" - 111 Vista Drive (City of Easton, radial break)
  - 6" - 301 Old Orchard Drive (Palmer Township, radial break)
  - 6" - 3661 Southwood Drive (Palmer Township, radial break)
  - 6" - 439 Berkley Street (Palmer Township, radial break)
  - 6" - South 27th Street & Dearborn Street (Palmer Township, radial break)
  - 6" - 3309 Sherwood Drive (Palmer Township, radial break)
- Replaced Hydrants
  - Palmer Street & Davis Street (City of Easton, replaced old hydrant)
  - Lafayette Street & Brodhead Street (City of Easton, replaced old hydrant)
  - 15th Street & Lehigh Street (City of Easton, replaced old hydrant)
  - 5th Street & Washington Street (City of Easton, hit by unknown vehicle))
  - Northwood Avenue & Walter Avenue (Palmer Township, replaced old hydrant)
- Curb Box Maintenance
  - 2 - COE
  - 1 - ESWA
- Service Information
  - New Meters Installation
    - 2 - 5/8" COE
    - 9 - 5/8" ESWA
    - 1 - 3/4" ESWA

- 2 - 1" ESWA
    - 1 - 2" ESWA
  - Reinstall Meter
    - 5 – COE
    - 5 - ESWA
  - Meter Changes
    - 16 - 5/8" COE
    - 27 - 5/8" ESWA
    - 14 - 3/4" ESWA
    - 6 - 1" ESWA
    - 1 - 2" ESWA
    - 1 - 4" COE
  - MTU's
    - 32 - COE
    - 94 - ESWA
  - Turn Off for Repairs
    - 3 – COE
    - 9 - ESWA
  - Turn Off and Remove for Final
    - 14 – COE
    - 10 - ESWA
  - Turn Off for Insufficient Funds
    - 1 - COE
    - 2 - ESWA
  - Turn Off for Non-Payment of Water
    - 24 - COE
    - 34 - ESWA
  - Turn On
    - 31 – COE
    - 48 - ESWA
- 2012 Operations Information
  - New Mains – 1,971 feet
  - Main Breaks – 37
  - New Service Lines – 76
  - Service Line Replacements – 28
  - Service Line Repairs – 5
  - New Private Fire Lines – 59
  - Hydrant Replacements – 37
  - Hydrant Repair – 69
  - New Public Hydrants – 4
  - New Private Hydrants – 1
  - Hydrant Inspections – 1,835 – done twice a year
  - Valve Replacements – 4
  - Repaired Valves – 16
  - Valves Operated – 5,940
  - Leak Detection – 475 miles – done twice a year

- Authority Projects
  - Wilden Acres Phase II Improvements
    - The easement agreements have been approved by both Bethlehem and Palmer Townships and will be recorded after ESWA executes the agreements.
    - Water main installation is scheduled to begin the week of March 11<sup>th</sup>, 2013, starting on Butternut Lane in Palmer Township.
  - Timberlane Drive Water Main Replacement
    - Construction will proceed as weather and manpower permits.
  - Plainfield Tank Painting and Modifications
    - The contractor is tentatively planning to return the week of March 25, 2013 to complete the painting of the exterior of the tank.
    - The work is anticipated to take approximately 6 weeks to complete.
  - Palmer Tank Altitude Valve Chamber
    - The piping passed the required hydrostatic and bacteria testing.
    - The altitude valve was installed on February 15, 2013 and was placed in service on February 28, 2013.
    - The Distribution Department will complete the 16” piping at the site, which includes the 16” bypass for the altitude valve and the abandonment of the existing chamber in the next few weeks.
    - The Maintenance Department will be running the electric and SCADA wiring into the new chamber over the next few weeks also.
    - Once the piping, electrical and telemetry work is completed, the driveway will be repaved and site will be reseeded.
  - ESWA Office Emergency Generator
    - ESWA received the electrical permits for the electrical modifications that must be completed at the office for the use of the generator.
    - The electrical equipment has been ordered and a few items have a long lead time, so installation will begin once the equipment has been received.
- Water Treatment Plant
  - High Service Pump Replacement
    - Base Plate Delay
  - Filter Plant Performance Evaluation
- Administration
  - Tank Asset Management & Maintenance RFP
  - Financial Internal Controls
  - ESWA / COB Service Territory Discussion
  - Renewal of Power Curtailment Program
  - SCADA Maintenance Contract

## **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mr. Lockard, requisitions were approved for payment March 11, 2013 (items 3615-3620, totaling \$194,705.38). 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 prior to the Board Meeting to discuss routine business matters, the City of Bethlehem/ProLogis issue, committee structure changes and assignments and schedule a meeting with Gannett Fleming to discuss the cost responsibilities of the high service pump replacements.

Mr. Cain also welcomed David Veshosky to the Board. He was approved by City Council on February 27<sup>th</sup> and sworn in on March 4<sup>th</sup>.

### **Budget and Finance –**

No Report.

At this time, Roy White, Executive Director, discussed the following reports: Funds on Deposit February 29, 2013; Cash Flow Forecast 2013; Debt Obligations at February 28, 2013; Income Statement – Budget Comparison for January 2013; and two pie charts, Revenues 2012 and Operating Expenses 2012.

### **Pension Committee –**

Meeting dates are set to get together with the administrator of the pension plan.

### **Personnel Committee –**

No Report.

### **Risk Management Committee –**

No Report.

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

No Report.

**REPORT OF SOLICITOR**

Attorney Walters stated that he had received the executed temporary construction and permanent easement agreements from Bethlehem and Palmer Townships that need signatures from the Authority before they can be recorded.

**UNFINISHED BUSINESS**

No Report.

**NEW BUSINESS**

No Report.

**ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Bergren, the meeting was adjourned at 4:05 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