

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

**Easton, PA
Monday
May 14, 2012
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
R. Kirkwood Colton
Donald W. Lockard
Michael G. Moorehead
Margaret H. Poswistilo
Theodore J. Veresink
Robert Walker
Timothy A. Cain (Chairman)

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. Moorehead, the minutes of April 9, 2012 were approved with changes. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Moorehead, Poswistilio, Veresink, Walker, Cain (Chairman) (9)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the April 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 – 1-1/2" 56 South 3rd Street (City of Easton, increase service from 3/4" to 1-1/2")
 - 1 – 2" 512 March Street (City of Easton, increase service from 3/4" to 2")
 - 1 – 4" Fire 56 South 3rd Street (City of Easton)
 - 1 – 4" 512 March Street (City of Easton)
- Service Replacements
 - 1 – 3/4" 201 4th Street (Borough of West Easton, replace leaking lead service)
- Main Breaks
 - 2" – 177 North Greenwood Avenue (Palmer Township, galvanized main leak)
- New Hydrants
 - Public
 - Kathryn Street & Nazareth Road/Route 248 (Palmer Township, installed new hydrant on Route 248 prior to the overlay of Route 248)
- Replaced Hydrants
 - Lafayette College (Hogg Hall) replaced leaking private hydrant. Repair was paid for by Lafayette College.
 - 500 Bushkill Drive (City of Easton, replaced old fire hydrant)
- Valves
 - Repaired
 - 8" – 1150 Spring Road (Forks Township, repaired valve found to be broken during valve inspection)
 - 8" – Spring Road & Fox Hollow Lane (Forks Township, repaired valve found to be broken during valve inspection)
- Service Information
 - New Meters Installation

- 3 – 5/8” COE
 - 6 – 5/8” ESWA
 - 2 – 1” ESWA
 - 1 – 2” COE
 - Reinstall Meter
 - 7 – COE
 - 8 - ESWA
 - Meter Changes
 - 8 – 5/8” COE
 - 50 – 5/8” ESWA
 - 1 – 3/4” ESWA
 - 1 – 1-1/2” COE
 - 1 – 1-1/2” ESWA
 - 1 – 4” COE
 - MTU’s
 - 40 - COE
 - 113 - ESWA
 - Turn Off for Repairs
 - 5 – COE
 - 5 - ESWA
 - Turn Off and Remove for Final
 - 3 – COE
 - 3 - ESWA
 - Turn Off for Non-Payment of Sewer
 - 1 - ESWA
 - Turn Off for Non-Payment of Water
 - 3 – COE
 - 18 - ESWA
 - Turn On
 - 15 – COE
 - 52 - ESWA
- Flushing
 - Flushing in the Knox Avenue West System, which includes the portion of Bethlehem Township that is west of Route 33 and south of Route 22 began on Monday April 9th and was completed on Friday April 20th.
 - Flushing in the Suburban 15th Street System began on Monday, April 23rd and is scheduled to be completed in the middle of May.
 - Flushing in the Knox Avenue South System, which includes the portions of Bethlehem and Palmer Townships south of Route 22 and east of Route 33, will begin once flushing is completed in the Suburban 15th Street System.
 - Authority Projects
 - City of Easton Improvements
 - Contract I: Part A

- The contractor returned the week of May 7th to begin the concrete restoration on Washington Street between 3rd Street and 4th Street.
- South 3rd Street
 - The contractor has completed all water system and restoration work.
- Davis Street Pumping Station
 - The site work and landscaping has been completed at the station.
 - ESWA is preparing a punch list for the general and electrical contractors to complete before the final payment is issued.
- ADA Ramps
 - F.A. Rohrbach
 - The ADA ramps were completed on North 9th Street with the exception of a few minor items that will be addressed the week of May 7th.
 - The only work remaining is the painting of the stop bars and crosswalks where the new ADA ramps have been installed. This work will be performed in the middle to end of May.
- Water Treatment Plant
 - Completion Timeline
 - Punchlist items still ongoing with an unknown completion date
 - Items Being Addressed
 - High and Low Service Pumps
 - SCADA
 - Security
 - Chemical Feed and Transfer Equipment
 - Generator Exhaust
- Administration
 - 2011 Audited Financial Statement review
 - Water Tank Maintenance Program
 - Proposal for painting, repairing, and installing mixers at Palmer and Plainfield tanks to be presented on May 21st
 - Minor welding repair of leak in 15th Street and Morgan Hill Pedestal
 - Will require draining and cleaning
 - Inspection of all other tanks scheduled for June 18th.
 - Committee Meetings
 - Finance Committee – met April 27th
 - Risk Management Committee – met April 26th

On a motion from Mr. Barefoot, seconded by Mr. Lockard, requisitions were approved for payment May 14, 2012 (items 3522-3532, totaling \$236,521.40). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Moorehead, Poswistilio, Veresink, 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 as well as the 2011 Financial Audit, a Policy Statement that was turned in by members reviewing the By-Laws, as well as a legal matter that will be addressed in executive session.

Budget and Finance –

Mr. Bergren, Chairperson, stated that the Budget and Finance committee met on April 27th with Keith Fleming to review the financial audit. He stated that Keith Fleming will be in attendance at the June board meeting to review the financial audit and answer any questions that board members may have regarding the financial audit.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: May 2012 Project Status Report, April 3, 2012 Funds on Deposit, Cash Flow Forecast 2012, and Income Statement – Budget Comparison Sheet for March 2012.

Pension Committee –

Mr. Bergren, Chairperson, stated that the Pension Committee has scheduled a meeting for Thursday, May 24th at 2pm.

Personnel Committee –

No Report.

Risk Management Committee –

Mr. Moorehead, Chairperson, stated that the Risk Management Committee met on April 26th and decided that the Authority would be going out to market for competitive bids for property/casualty and worker's comp insurance. Three brokers were identified to seek bids from: KWM, Brown & Brown, and Myer's Insurance. The companies will provide presentations to the committee in June. The current contracts expire in August.

Buidings and Properties Committee –

No Report.

At this time, Mr. Colton distributed a copy of a proposed policy statement regarding audio and visual attendance at a board meeting. He stated that the policy was reviewed by Attorney Walters and this was the final policy statement. Attendance is already covered by the current by-laws, and this policy statement is an amplification of the current by-laws and covers verification of identification and availability of board meeting documents.

On a motion from Mr. Veresink, seconded by Mr. Barefoot, The Telecommunications Policy was approved.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Moorehead, Poswistilio, Veresink, Walker, Cain (Chairman) (9)

Nays: None

REPORT OF SOLICITOR

Attorney Walters stated that he had information regarding litigation for executive session.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

No Report.

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Colton, the meeting was adjourned at 4:47 PM. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Moorehead, Poswistilio, Veresink, Walker, Cain (Chairman) (9)

Nays: None

Respectfully Submitted

Erin L. Rapp
Recording Secretary