

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

**Easton, PA
Monday
October 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
Theodore J. Veresink
Robert Walker

Absent: Donald W. Lockard
Margaret H. Poswistilo
David Veshosky

Also in attendance were Craig Swinsburg, Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Bruce Walter, Facilities Foreman; 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. Walker, the minutes of September 9, 2013 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Veresink, Walker, Cain (Chairman) (6)

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 EXECUTIVE DIRECTOR

The Management Summary was displayed on the overhead projector and reviewed.

- New Services
 - 20 - 3/4" Maple Shade Estates (Tuskes Homes, Bethlehem/Palmer Townships)
 - 1 - 3/4" 508 Kingwood Street (Palmer Township)
 - 1 - 2" 2801 Emrick Boulevard (LVIP VI, Bethlehem Township)
 - 1 - 8" Fire 2801 Emrick Boulevard (LVIP VI, Bethlehem Township)
- Service Replacements
 - 1 - 3/4" 1120 Dunkle Street (Palmer Township, replaced lead service)
- Main Breaks
 - 6" - 2469 Firmstone Street (Borough of Wilson, radial break)
 - 6" - 300 Berks Street (Palmer Township, radial break)
- Main Installation
 - Maple Shade Estates (Bethlehem & Palmer Townships)
 - 1,534' of 16" on Church Road
 - 164' of 8" on Palmetto Drive
 - 18' of 6" for hydrant laterals
- New Hydrants
 - Public
 - Maple Shade Estates (Bethlehem & Palmer Townships)
 - Church Road & White Barn Lane
 - Church Road & Palmetto Drive
- Repaired Hydrants
 - 2 Orchard Road (Forks Township, replaced bonnet gasket and O-rings)
 - 409 Peach Tree Trail (Forks Township, replaced bonnet gasket, O-rings and hydrant stem)
 - Franklin Street & Front Street (Borough of Glendon, replaced bonnet gasket, O-rings and hydrant stem)
 - Crescent Street & Holly Street (City of Easton, repair kit and upper stem, hit by unknown vehicle)
 - 339 Northampton Street (City of Easton, installed repair kit, hit by unknown vehicle)

- Valves
 - Replaced valve stem on 6" valve on Braden Boulevard (Forks Township)
 - Repacked 6" valve at St. John Street and West Grant Street (City of Easton)

- Curb Box Maintenance
 - 3 - COE
 - 5 - ESWA

- Service Information
 - New Meters Installation
 - 6 - 5/8" COE
 - 4 - 5/8" ESWA
 - Meter Changes
 - 18 - 5/8" COE
 - 36 - 5/8" ESWA
 - 4 - 3/4" ESWA
 - 7 - 1" ESWA
 - 1 - 1-1/2" ESWA
 - Production Meters
 - Replaced 10" Meter for Suburban Morgan Hill System
 - MTU's
 - 51 - COE
 - 129 - ESWA
 - Turn Off for Repairs
 - 7 - COE
 - 11 - ESWA
 - Turn Off and Remove for Final
 - 6 - COE
 - 3 - ESWA
 - Turn Off and Remove (Seasonal)
 - 6 - ESWA
 - Turn Off for Insufficient Funds
 - 1 - ESWA
 - Turn Off for Non-Payment of Sewer
 - 14 - COE
 - 10 - ESWA
 - Turn Off for Non-Payment of Water
 - 3 - COE
 - 15 - ESWA
 - Turn On
 - 36 - COE
 - 42 - ESWA

- Flushing
 - Flushing began in the North High System, which includes Forks Township, on August 21, 2013 and was completed on October 1, 2013.

Flushing was halted in the North High System while the Plainfield Tank was taken out of service.

- Flushing was started in the Suburban Morgan Hill System, which includes Williams Township, the Borough of Glendon and a portion of the Borough of West Easton on September 9, 2013 and was completed on September 12, 2013
- Flushing was due to be performed in the Lower Nazareth System, however, that has been suspended until the Farmersville Tank is placed back in service.
- Flushing Totals
 - September Total: 7,597,482 gallons
 - Year To Date Total: 28,520,999 gallons
- Authority Projects
 - Farmersville Tank Project
 - ESWA took the Farmersville Tank out of service on Thursday, September 5, 2013.
 - The contractor began work on the tank on Monday, September 9, 2013 to replace the interior and exterior coatings as well as to provide safety upgrades to the tank.
 - The contractor is currently on schedule, with the exterior scheduled to be completed the week of 10/14 and the overall completion being the middle of November.
 - ESWA staff anticipates the tank being placed back in service by the end of November.
 - Plainfield Tank
 - ESWA took the Plainfield Tank out of Service on Thursday, September 5, 2013, so the contractor could perform some touch up work on the exterior coating.
 - The work was started on Saturday, September 7 and was completed on Monday, September 9, 2013.
 - ESWA personnel filled the tank, took check samples and placed the tank back in service on Sunday, September 15, 2013.
 - Knox Avenue 16" Water Main
 - Route 22 16" Main Crossing
 - Van Cleef Engineering is applying for Highway Occupancy Permit for 16" water main crossing of Route 22.
 - Route 611 & Bushkill Creek Bridge Replacement
 - Will require ESWA to relocate the 16" water main that presently hangs from the bridge.
 - Project cost will be a 50/50 split between ESWA and Penn DOT.
 - ESWA will send out RFP's for engineering work in October.
 - Bridge Construction to begin in 2014.
 - Lafayette College Study
 - Gannett Fleming will be providing preliminary findings, including potential system improvements and costs to ESWA the week of October 14, 2013.
 - Palmer Tank Altitude Valve

- The pavement of the driveway and landscape restoration will be completed in October.
 - Wilden Acres Phase II Improvements
 - The final pavement restoration (milling and replacement of the wearing course was completed in September.
 - Timberlane Drive Improvements
 - The final pavement restoration (milling and replacement of the wearing course was completed in September.
 - Northwood Avenue Improvements
 - The final pavement restoration (wearing course placement) was completed in the middle of September.
- Water Treatment Plant
 - High Service Pump Replacement
 - SCADA Update
- Administration
 - Additional \$5 million in excess liability
 - Line of credit renewal
 - Finance Committee Meeting – October 2nd
 - 2014 Operating Budget
 - Accelerated meter project - financing
 - Personnel
 - Wage Recommendations
 - Performance Evaluations
 - Job Description Revisions
 - New Employees
 - Studies and Projects
 - Twin Reservoirs Condition
 - Accelerated Meter Reading System
 - Lafayette College Hydraulics
- Miscellaneous
 - Development Projects
 - William Penn Commons
 - Water System installation was completed in April.
 - Site Work has resumed and sinkhole issues are being addressed.
 - The water system will need to be pressure tested, flushed and bacteria tested once the sinkhole remediation has been completed.
 - Madison Farms
 - Commercial/Residential Site on Freemansburg Avenue (former Wagner Farms Property)
 - ESWA approved final plans.
 - Penn DOT has issued Highway Occupancy Permits

- Preconstruction Meeting held in September and construction will begin in October.
- Phase I Consists of commercial portion, apartment buildings and a few single family/townhome sites.
- Commercial portion looking for occupancy in late 2014
- Freemansburg Avenue Improvements
 - Realignment and Widening of Freemansburg Avenue in the area of the Route 33 interchange.
 - Will include the replacement and installation of approximately 1800 feet of 12" Water Main.
 - Project is being funded by the Freemansburg Avenue Developers (St. Luke's, Madison Farms & Dr. Amin) and is being administered through St. Luke's.
 - Construction to begin in the Fall of 2013.
- Madison at Palmer View
 - Apartment Complex behind Walmart on Corriere Road.
 - ESWA approved final plans.
 - Construction began in late August. Water system work to be performed in 2014.
- Maple Shade Estates
 - 78 Single Family Lots in Bethlehem and Palmer Townships.
 - Water System Installation began in September.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Bergren, requisitions were approved for payment October 14, 2013 (items 3649-3654, totaling \$485,448.08). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Veresink, Walker, Cain (Chairman) (6)

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 2014 Budget, the possibility of a new line of credit, and the acceleration of the meter program and its financing.

At this time Mr. Cain mentioned that the November Board Meeting is scheduled on a holiday and the office is closed.

On a motion from Mr. Colton, seconded by Mr. Veresink, the November Board Meeting was moved to Tuesday, November 12, 2013 at 3:00pm with proper notification being advertised to the public.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Veresink, Walker, Cain (Chairman) (6)

Nays: None

Budget and Finance –

Mr. Bergren, Chairperson, stated that the committee met on October 2nd to review the preliminary 2014 Budget. The budget will be distributed and discussed at the November Board Meeting and voted on at the December Board Meeting. Mr. Bergren also stated that the committee discussed the financing of the accelerated meter system, the increases in the budget for maps and records, medical, and the Solicitor.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Debt Obligations at September 30, 2013; Funds on Deposit September 30, 2013; Cash Flow Forecast 2013; and Income Statement – Budget Comparison for August 2013.

Pension Committee –

No Report.

Retiree Benefits Ad-hoc Committee –

No Report.

Personnel Committee –

Mr. Colton stated that the committee met on September 16th to discuss recommendations on licenses and certifications and a personal appearance policy.

Risk Management Committee –

No Report.

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

Attorney Walters stated that he would have an update on the status of the claim against Fairbanks to report on in executive session.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

Tim Ryan, IT Manager, described the working of the current metering system and how the new accelerated meter system would work and the benefits to customers.

EXECUTIVE SESSION

The board entered into executive session at 4:12pm to discuss a legal issue and resumed its regular meeting at 4:38pm.

On a motion from Mr. Barefoot, seconded by Mr. Bergren, the board authorized the Solicitor to institute an action of law against any parties deemed to be responsible for the losses at the Water Treatment Plant as a result of the defective pumps delivered by Fairbanks Morse, secondly it authorized the Executive Director, the Solicitor, and the Officers of the Board to execute any necessary documents to undertake that litigation, and thirdly it authorized the Solicitor to employ trial counsel at the appropriate time in furtherance of the litigation.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Veresink, Walker, Cain (Chairman) (6)

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:40pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Veresink, Walker, Cain (Chairman) (6)

Nays: None

Respectfully Submitted

Erin L. Rapp
Recording Secretary