

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

**Easton, PA  
Monday  
September 9, 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 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; Richard Groff.

**COURTESY OF THE FLOOR**

Richard Groff stated he was in attendance to speak regarding a property at 150 West Wilkes Barre Street in Easton. Mr. Groff said he had a court order from Judge Zito stating that money was not owed on the property, however we had a balance due on the property and would not turn water service on to the property until the balance was paid. Attorney Walters will be looking into his documentation and Mr. Groff will be making the payment under protest to get water service turned on immediately.

**ACTION ON MINUTES**

On a motion from Mr. Colton, seconded by Mr. Veresink, the minutes of August 12, 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 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
  - 1 - 2" Fire 2904 Old Nazareth Road (Palmer Township)
- Service Replacements
  - 1 - 1" 650 Northampton Street (City of Easton, replaced 3/4" lead service and increase size to 1". Owner paid to increase size of service lateral.)
  - 1 - 3/4" 131 James Street (City of Easton, replaced leaking lead service)
  - 1 - 3/4" 32 North Warren Street (City of Easton, replaced lead service)
- Repaired Hydrants
  - 3rd Street & Pine Street (City of Easton, replaced main washer)
  - Wagner Drive @ Vineyard Corner (Bethlehem Township, replaced O-ring)
  - Keystone Drive (Lower Nazareth Township, damaged by truck, billed to owner)
  - 32 Alpine Drive (Palmer Township, replaced top plate gasket)
- Valves
  - Replaced 4" valve at Mauch Chunk Street and Centre Street (City of Easton)
- Curb Box Maintenance
  - 2 - COE
  - 5 - ESWA
- Blow Offs
  - Repaired 2" Blow Off on Baden Court (Forks Township)
- Service Information
  - New Meters Installation

- 12 - 5/8" ESWA
    - 1 - 3/4" ESWA
    - 5 - 1" ESWA
  - Meter Changes
    - 24 - 5/8" COE
    - 23 - 5/8" ESWA
    - 2 - 3/4" ESWA
    - 1 - 1-1/2" ESWA
    - 2 - 2" ESWA
    - 1 - 4" COE
    - 1 - 4" ESWA
  - MTU's
    - 40 – COE
    - 95 – ESWA
  - Turn Off for Repairs
    - 5 – COE
    - 6 - ESWA
  - Turn Off and Remove for Final
    - 10 – COE
    - 8 - ESWA
  - Turn Off and Remove (Seasonal)
    - 1 - COE
  - Turn Off for Insufficient Funds
    - 1 - ESWA
  - Turn Off for Non-Payment of Sewer
    - 21 - COE
  - Turn Off for Non-Payment of Water
    - 19 - COE
    - 32 - ESWA
  - Turn On
    - 49 – COE
    - 57 - ESWA
- Flushing
  - Flushing was completed in the Knox North System, which includes the southwestern portion of Forks Township and northern portion of Palmer Township on August 12, 2013.
  - Flushing started in the Knox Central System, which is the area of Palmer Township between Route 22 and Park Avenue/Seip Avenue, on August 13, 2013 and was completed on August 20, 2013.
  - Flushing was performed in the Morgan Hill High Service System, which includes the Morgan Hill Golf Course Development, on August 14 and 15, 2013.
  - Flushing began in the North High System, which includes Forks Township, on August 21, 2013 and is scheduled to be completed in late September.
  - Flushing Totals
    - August Total: 5,934,631 gallons

- Year To Date Total: 19,923,517 gallons
- Authority Projects
  - Farmersville Tank Project
    - ESWA began draining the Farmersville Tank on Thursday, September 5, 2013 and was completed on Saturday, September 7, 2013.
    - The contractor is scheduled to begin work at the tank on Monday September 9, 2013 to replace the interior and exterior coatings as well as to provide safety upgrades to the tank.
    - It is anticipated that the work will be completed and the tank will be placed back in service in November.
  - Plainfield Tank
    - The contractor that completed the painting and safety upgrades at the Plainfield Tank earlier this year will be returning to perform some touch up work at the tank prior to starting work at the Farmersville Tank.
    - ESWA began draining the tank on Thursday, September 5, 2013 and was completed on Friday, September 6, 2013.
    - The contractor began the touch up work on Saturday, September 7, 2013 and is scheduled to be completed on Monday, September 9, 2013.
    - The tank should be refilled and placed back in service by Friday, September 13, 2013.
  - Knox Avenue 16" Water Main
    - Route 22 16" Main Crossing
      - Van Cleef Engineering provided a preliminary alignment of the proposed water main to ESWA for review.
      - ESWA reviewed the alignment and provided comments to Van Cleef.
      - Van Cleef will move forward with addressing ESWA's comments and finalizing the plans for submission to PennDOT for the Highway Occupancy Permit.
  - Lafayette College Study
    - Gannett Fleming will be providing preliminary findings, including potential system improvements and costs to ESWA the week of September 9, 2013.
  - Palmer Tank Altitude Valve
    - The electrical and SCADA equipment was transferred to the new chamber in August.
    - The pavement of the driveway and landscape restoration will be completed in September.
  - Mine Lane Road Improvements
    - Pavement restoration was completed in August.
  - Northwood Avenue Improvements
    - The preliminary as-built plan was received by ESWA in the end of July and has been sent to PennDOT for review.

- The final pavement restoration (wearing course replacement) will be performed in the fall.
- Water Treatment Plant
  - High Service Pump Replacement
  - SCADA Update
  - GAC Replacement/Process Study
  - Clearwell Operational Issues
- Administration
  - Refinancing of \$5.3 million Lafayette loan
  - Risk Management Meeting – August 29<sup>th</sup>
  - Personnel Committee information distributed
  - Twin Reservoir Study Proposal
- Regulatory
  - UCMR3 Sampling Scheduled with Suburban Testing Labs
- Miscellaneous
  - Development Projects
    - William Penn Commons
      - Water System installation was completed in April.
      - Site Work has since been delayed.
    - Madison Farms
      - Commercial/Residential Site on Freemansburg Avenue (former Wagner Farms Property)
      - ESWA approved final plans.
      - Construction to begin in September once PennDOT permits are issued for project.
      - Phase I Consists of commercial portion, apartment buildings and a few single family/townhome sites.
      - Commercial portion looking for occupancy in late 2014
    - Madison at Palmer View
      - Apartment Complex behind Walmart on Corriere Road.
      - ESWA approved final plans.
      - Construction began in late August.
    - Maple Shade Estates
      - 78 Single Family Lots in Bethlehem and Palmer Townships.
      - Water System Installation scheduled to begin in September.

On a motion from Mr. Lockard, seconded by Mr. Veshosky, the board approved the hiring of CH2M Hill at a cost not to exceed \$64,700 for a study on the twin reservoirs to be completed in three stages.

Motion adopted by the following vote:

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

Nays: None

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mr. Lockard, requisitions were approved for payment September 9, 2013 (items 3644-3648, totaling \$105,657.64). 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 as well as the water treatment plant pump issues and the Authority's next legal move.

#### **Budget and Finance –**

Mr. Bergren, Chairperson, stated that the 2014 Budget will be ready for review before the next board meeting and the committee will meet before then to be ready to present it to the board next month. Mr. Bergren also stated that Mr. Barefoot reviewed the payable invoices report this month.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit August 31, 2013; Cash Flow Forecast 2013; and Income Statement – Budget Comparison for July 2013.

#### **Pension Committee –**

No Report.

#### **Retiree Benefits Ad-hoc Committee –**

Mr. Barefoot, Chairperson, stated that the committee members received survey results and will be meeting once they receive plan summary documents.

#### **Personnel Committee –**

No Report.

#### **Risk Management Committee –**

Mr. Veresink, Chairperson, stated that the committee met regarding the property and liability insurance review. The committee discussed umbrella insurance and their

recommendation was to purchase an additional \$5 million policy from a second carrier, American Alternatives Insurance.

**Buildings and Properties Committee –**  
No Report.

**REPORT OF SOLICITOR**

Attorney Walters stated that he would have a report on a legal issue for executive session.

**UNFINISHED BUSINESS**

No Report.

**NEW BUSINESS**

No Report.

**EXECUTIVE SESSION**

The board entered into executive session at 4:50pm to discuss a legal issue and resumed its regular meeting at 5:00pm.

**ADJOURNMENT**

On a motion from Mr. Veresink, seconded by Mr. Colton, the meeting was adjourned at 5:00 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