

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

**Easton, PA  
Monday  
August 12, 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; Gene Koontz, Gannett Fleming Inc.; Daryl Peck, Concord Public Financial Advisors, Inc.; Erin Rapp, Recording Secretary.

**COURTESY OF THE FLOOR**

There was no comment from the floor at this time.

At this time, Mr. Cain, Chairman of the Board, made a change to the agenda to allow Daryl Peck from Concord Public Financial Advisors, Inc. to present information on refinancing of a \$5,300,000 water revenue note from Lafayette Ambassador Bank. Mr. Peck provided a comparison of options and a presentation of interest cost savings to the board.

On a motion from Mr. Barefoot, seconded by Mr. Lockard the board approved the selection of Option #1 – 7 Year Rate of 2.65% of the Proposal Letter from Lafayette Ambassador Bank dated August 12, 2013. 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

### **ACTION ON MINUTES**

On a motion from Mr. Veresink, seconded by Mr. Colton, the minutes of July 8, 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 July 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
  - 34 - 3/4" Riverview Estates West (Segal & Morel, Forks Township)
- Service Replacements
  - 2 - 3/4" 724/730 Pearl Street (City of Easton, replaced leaking lead services)
  - 2 - 3/4" 27/29 North 8th Street (City of Easton, replaced leaking lead services)
  - 2 - 3/4" 518/520 West Grant Street (City of Easton, replaced leaking lead services)
  - 1 - 3/4" 215 Reeder Street (City of Easton, replaced galvanized service)
- Service Changeovers
  - 10th Street West Easton (Kocsis Water Main Extension)
    - 2 - 3/4" changed from private line to 4" main that was constructed as part of Kocsis Subdivision on the west end of 10<sup>th</sup> Street.
- Main Installation
  - Route 22 16" Main Crossing
    - ESWA personnel installed 16" by 12" cross with two 12" valves and two 16" valves at the intersection of Bethman Road and Church Road in Bethlehem Township.

- The contractor for Maple Shade Estates will connect to the 16" valve on the east side of the above cross to install the 16" water main through the development.
- The 16" valve on the west side of the cross will be used for a future 16" water main extension to the Farmersville Tank.
  
- Repaired Hydrants
  - Berwick Street & Diamond Street (City of Easton, damaged by unknown vehicle)
  
- Replaced Hydrants
  - 7th Street & Jackson Street (City of Easton, damaged by vehicle, replacement cost billed to driver)
  
- Valves
  - Repaired 6" valve at Southwood Drive & Applewood Drive (replaced bonnet bolts and gasket, Palmer Township)
  
- Curb Box Maintenance
  - 1 - COE
  - 3 - ESWA
  
- Service Information
  - New Meters Installation
    - 2 - 5/8" COE
    - 12 - 5/8" ESWA
    - 2 - 3/4" ESWA
    - 3 - 1" ESWA
  - Meter Changes
    - 13 - 5/8" COE
    - 18 - 5/8" ESWA
    - 1 - 1" COE
    - 1 - 2" COE
    - 3 - 2" ESWA
    - 3 - 3" COE
  - MTU's
    - 55 - COE
    - 136 - ESWA
  - Turn Off for Repairs
    - 9 – COE
    - 3 - ESWA
  - Turn Off and Remove for Final
    - 10 – COE
    - 9 - ESWA
  - Turn Off for Insufficient Funds
    - 1 - COE
    - 1 - ESWA

- Turn Off for Non-Payment of Sewer
  - 17 - COE
  - 15 - ESWA
- Turn Off for Non-Payment of Water
  - 19 - COE
  - 37 - ESWA
- Turn On
  - 48 - COE
  - 65 - ESWA
- Flushing
  - Flushing was started in the Suburban 15th Street System, which includes the Boroughs of West Easton and Wilson, on June 19, 2013 and was completed on July 23, 2013. Flushing was halted the week of July 1st, due to raw water quality issues being at the Water Treatment Plant.
  - Flushing was started in the Knox North System, which includes the southwestern portion of Forks Township and northern portion of Palmer Township on July 24, 2013 and is scheduled to be completed on August 12, 2013.
  - Flushing will begin 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 is scheduled to be completed the week of August 19, 2013.
  - Flushing Totals
    - July Total: 4,214,486 gallons
    - Year To Date Total: 13,988,886 gallons
- Authority Projects
  - Knox Avenue 16" Water Main
    - Route 22 16" Main Crossing
      - Van Cleef Engineering performed the survey work in July and is working on the water main alignment
    - Maple Shade Estates (ESWA increasing size of main through development to 16")
      - ESWA personnel installed 16" by 12" cross with two 12" valves and two 16" valves at the intersection of Bethman Road and Church Road in Bethlehem Township.
      - The contractor for Maple Shade Estates will connect to the 16" valve on the east side of the above cross to install the 16" water main through the development.
      - The 16" valve on the west side of the cross will be used for a future 16" water main extension to the Farmersville Tank.
  - Lafayette College Study
    - Gannett Fleming was authorized to perform study at June meeting.
    - ESWA provided 2012 pump test information for review and is presently awaiting 2013 information from the College's Sprinkler System Contractor.

- Gannett Fleming performing preliminary model analysis and awaiting 2013 pump testing information before performing in depth analysis and proposed improvements, etc.
  - Palmer Tank Altitude Valve
    - OCC and ESWA personnel to complete transfer of SCADA equipment and electrical equipment to new chamber the week of August 12, 2013.
    - Once all of the equipment is moved to new chamber, the driveway will be repaved and the landscaping will be restored.
  - Mine Lane Road Improvements
    - The connection to the existing water mains on Glen Avenue and Southwood Drive were completed in July.
    - The fire hydrants were connected to the new water main.
    - The pavement restoration is scheduled to be completed in mid August.
  - Northwood Avenue Improvements
    - Keystone Consulting Engineers performed a survey of the water system improvements in order to create an as-built plan for PennDOT.
    - 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
  - Filter Media Replacement – GAC
  - Disinfection / TOC creation – pilot study
  -
- Administration
  - Cost of Service / Revenue Requirement Studies
    - Finance Committee met August 9<sup>th</sup>
  - Pension Committee met on July 23<sup>rd</sup>
  - Refinancing of Lafayette \$5,30,000 loan
  - Property, Liability, and Worker’s Comp insurance renewals
- Regulatory
  - Lead and Copper Sampling
  - UCMR3 Sampling
- Miscellaneous
  - Development Projects
    - William Penn Commons
      - Commercial site on William Penn Highway across from Farmersville Elementary School.
      - Consists of 6 commercial pad sites.

- The water main installation in this project was completed in April.
- 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 scheduled to begin in late August.

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Lockard, seconded by Mr. Veshosky, requisitions were approved for payment August 12, 2013 (items 3639-3643, totaling \$181,613.66). 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 refinancing of the Lafayette Note, legal action on the water treatment plant pump issues, a response to the letter from Fairbanks Morse, property and casualty insurance issues, as well as the proposal on retiree benefits. Mr. Cain stated that an ad-hoc committee will be formed for the retiree benefits proposal consisting of Mr. Barefoot as the Chairman, and Mr. Bergren, Mr. Walker, and Mr. Lockard.

#### **Budget and Finance –**

Mr. Bergren, Chairperson, stated that the committee met on August 9<sup>th</sup> for a preliminary review of the cost of service study and other budget items. The 2014 Budget Reports will be ready for Board review in October. Mr. Bergren also stated that the new procedure for payable invoices went well this month and that Mr. Barefoot reviewed the report this month.

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

**Pension Committee –**

Mr. Barefoot, Chairperson, stated that the committee met on July 23<sup>rd</sup> with Kurt Kreisher to go over the performance of the options available to the employees on their investments.

**Retiree Benefits Ad-hoc Committee –**

Mr. Barefoot, Chairperson, stated that the ad-hoc committee looking into the retiree benefits has met once and will be gathering information and data from various sources before they meet again.

**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**

No Report.

**EXECUTIVE SESSION**

The board entered into executive session at 4:00pm to discuss a litigation issue and resumed its regular meeting at 4:05pm.

**ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:05 pm. No public comment was received.

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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