

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

**Easton, PA  
Monday  
February 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 by telephone  
Timothy A. Cain (Chairman)  
R. Kirkwood Colton  
Margaret H. Poswistilo  
Theodore J. Veresink  
Robert Walker

Absent: Donald W. Lockard

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. Veresink, the minutes of January 14, 2013 were approved with a change to correct the spelling of the word buildings on page 4434. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Poswistilo, Veresink, Walker, Cain (Chairman) (7)

Nays: None

## **REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the January 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" at 4468 Hanoverville Road (Lower Nazareth Township)
  - 1 – 3" Fire at 1814 Merlot Drive (Bethlehem Township, Wagner Farms)
- Service Replacements
  - 1 – ¾" at 657 Northampton Street (City of Easton, replaced leaking lead service)
  - 2 – ¾" at 2215/2219 Forrest Street (Borough of Wilson, replaced lead service)
  - 1 – ¾" at 26 North 11<sup>th</sup> Street (City of Easton, replaced leaking lead service)
  - 1 – ¾" at 2243 Freemansburg Avenue (Borough of Wilson, replaced leaking galvanized service)
- Main Breaks
  - 10" – Park Avenue & Woodlawn Avenue (Palmer Township, leaking joint, had to replace tee)
  - 6" – 3641 Timberlane Drive (Palmer Township, radial break)
  - 6" – 3661 Southwood Drive (Palmer Township, radial break)
  - 6" – 300 Dogwood Terrace (Forks Township, radial break)
- Repaired Hydrants
  - 8 Total (Repairs done after hydrant inspection)
    - Nesquehoning Street & Glendon Avenue (City of Easton)
    - Canal Park (City of Easton)
    - St. John Street (City of Easton)
    - Highlands Boulevard & Vista Drive (City of Easton)
    - Rosecliff Drive & Belcourt Road (Forks Township)
    - Stonecroft Drive & Dusty Road (Palmer Township)
    - 199 Spring Street (Borough of West Easton)
    - 24<sup>th</sup> Street (Borough of Wilson)
- Curb Box Maintenance
  - 2 - ESWA
- Service Information
  - New Meters Installation

- 2 – 5/8” COE
    - 10 – 5/8” ESWA
    - 1 – ¾” ESWA
    - 5 – 1” ESWA
  - Reinstall Meter
    - 3 – COE
    - 5 - ESWA
  - Meter Changes
    - 21 – 5/8” COE
    - 38 – 5/8” ESWA
    - 2 – ¾” ESWA
    - 1 – 1” COE
    - 2 – 1” ESWA
    - 1 – 1-1/2” COE
    - 1 – 3” ESWA
  - MTU’s
    - 46 – COE
    - 131 - ESWA
  - Turn Off for Repairs
    - 2 – COE
    - 11 - ESWA
  - Turn Off and Remove for Final
    - 6 – COE
    - 8 - ESWA
  - Turn Off and Remove (Seasonal)
    - 2 – COE
  - Turn Off for Insufficient Funds
    - 1 - ESWA
  - Turn Off for Non-Payment of Sewer
    - 19 - ESWA
  - Turn Off for Non-Payment of Water
    - 30 - COE
    - 21 - ESWA
  - Turn On
    - 24 – COE
    - 42 - ESWA
- Authority Projects
  - Wilden Acres Phase II Improvements
    - The easement agreements are being reviewed by the Solicitors for Bethlehem and Palmer Townships.
    - The water main installation on the bike path will be scheduled once the easement agreements with Bethlehem Township and Palmer Township are executed and recorded.
    - ESWA personnel installed the 12” x 12” tapping sleeve & valve at the intersection of Sheridan Drive and William Penn Highway
  - Timberlane Drive Water Main Replacement

- ESWA personnel installed the 6" X 6" tapping sleeve & valve and extended main out of intersection with Southwood Drive.
    - Construction will proceed as weather permits.
  - Plainfield Tank Painting and Modifications
    - The tank was placed back in service on January 14, 2013.
    - The contractor is planning to return in April 2013 to complete the painting of the exterior of the tank.
  - Palmer Tank Altitude Valve Chamber
    - The altitude valve chamber was set on January 23<sup>rd</sup> & 24<sup>th</sup>.
    - ESWA personnel completed the installation of the 16" piping for the new chamber during the week of February 4<sup>th</sup>.
    - The new piping will be tested during the week of February 11<sup>th</sup>, after which, the altitude valve will be installed and then will be calibrated and placed into service.
  - ESWA Office Emergency Generator
    - The shop drawings for the 200 kW trailer generator have been reviewed and approved with corrections so the generator will be moving in to production. ESWA is anticipating the generator being delivered in March.
    - ESWA received the electrical permits for the electrical modifications that must be completed at the office for the use of the generator. The electrician is planning to begin the electrical work in late February.
- Water Treatment Plant
  - High Service Pump Replacement
    - \$316,000
    - Negotiation with Fairbanks Morris
    - Peerless Pump floor tests went well – will need to address motor HP
  - Other Unresolved Project Issues Being Dealt With
  - Filter Plant Performance Evaluation in February 2013
  - Monitoring violation for TOC
- Administration
  - Unaccounted for Water
  - Employee Training
  - 2012 Operations Report
  - Board reappointments and candidate interview
  - DRBC – Special Protection Water Area
  - Tank Maintenance Program

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mr. Walker, requisitions were approved for payment February 11, 2013 (items 3611-3614, totaling \$237,520.03). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Poswistilo, Veresink, Walker, Cain (Chairman) (7)

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 a legal matter that will be discussed in executive session and the search for a candidate for appointment to the Board.

On a motion from Mr. Colton, seconded by Mr. Barefoot, Dr. David Veshosky was selected for recommendation to Mayor Panto for the open seat on the board.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Poswistilo, Veresink, Walker, Cain (Chairman) (7)

Nays: None

Mr. Cain stated that a resolution was received from the City of Easton approving the reappointment of Mr. Cain and Mr. Lockard to the Authority's Board with terms expiring on the 1<sup>st</sup> Monday of January 2018.

#### **Budget and Finance –**

Mr. Barefoot provided an overview of the Five Year Operating Budget to the Board.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit January 31, 2013; Cash Flow Forecast 2013; and Income Statement – Budget Comparison for December 2012.

#### **Pension Committee –**

No Report.

#### **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 4:27 pm to discuss a legal issue and resumed its regular meeting at 4:40 pm.

**ADJOURNMENT**

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

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Poswistilo, Veresink, Walker, Cain (Chairman) (7)

Nays: None

Respectfully Submitted

Erin L. Rapp  
Recording Secretary