

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

**Easton, PA
Monday
July 8, 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: Robert J. Bergren
 Timothy A. Cain (Chairman)
 R. Kirkwood Colton
 Donald W. Lockard
 Margaret H. Poswistilo
 Theodore J. Veresink
 Robert Walker

Absent: Wayne Barefoot
 David Veshosky

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.; Keith Fleming, Palmer & Co.; 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 Keith Fleming from Palmer & Co. to present the 2012 Financial Audit. Mr. Fleming provided a summary of the 2012 Financial Audit to the board.

EXECUTIVE SESSION

The board entered into executive session at 3:13pm to discuss the 2012 Financial Audit with Keith Fleming from Palmer & Co. The board resumed its regular meeting at 4:05pm.

On a motion from Mr. Bergren, seconded by Mr. Lockard, the 2012 Financial Audit was accepted as presented. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

ACTION ON MINUTES

On a motion from Mr. Veresink, seconded by Mr. Colton, the minutes of June 10, 2013 were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the June 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
 - 2 - 3/4" 424/426 East Kleinhans Street (City of Easton)
 - 1 - 1-1/2" William Penn Commons (Bethlehem Township)
 - 3 - 2" William Penn Commons (Bethlehem Township)

- Service Replacements
 - 1 - 3/4" 20 North 11th Street (City of Easton, replaced leaking lead service)

- Service Changeovers
 - Northwood Avenue Project (Palmer Township)
 - 20 - 3/4" Changeovers (6" to 16")
 - 2 - 6" Fire Services
 - Mine Lane Road Project (Palmer Township)
 - 12 - 3/4" Changeovers
 - 1 - 1" Changeover

- Main Installation
 - Northwood Avenue Project (Palmer Township)
 - 328' of 16" DIP
 - 14' of 8" DIP
 - 26' of 6" DIP
 - Mine Lane Road Project (Palmer Township)
 - 800' of 8" DIP on Mine Lane Road
- New Hydrants
 - Public – Northwood Avenue Project (Palmer Township)
 - 2333 Northwood Avenue
- Repaired Hydrants
 - High Street & Hamilton Street (City of Easton, damaged by vehicle, driver to be invoiced for repair)
- Valves
 - Repaired 6" valve at Glen Avenue and Applewood Drive (Palmer Township)
- Curb Box Maintenance
 - 1 - COE
 - 2 - ESWA
- Service Information
 - New Meters Installation
 - 2 - 5/8" COE
 - 21 - 5/8" ESWA
 - 1 - 3/4" COE
 - 1 - 3/4" ESWA
 - 1 - 1" COE
 - 8 - 1" ESWA
 - 1 - 2" COE
 - Meter Changes
 - 23 - 5/8" COE
 - 26 - 5/8" ESWA
 - 1 - 3/4" COE
 - 1 - 3/4" ESWA
 - 2 - 3" COE
 - 2 - 4" COE
 - 1 - 4" ESWA
 - MTU's
 - 44 - COE
 - 83 - ESWA
 - Turn Off for Repairs
 - 5 – COE

- 12 - ESWA
 - Turn Off and Remove for Final
 - 8 – COE
 - 6 - ESWA
 - Turn Off for Insufficient Funds
 - 2 - ESWA
 - Turn Off for Non-Payment of Water
 - 38 - COE
 - 28 - ESWA
 - Turn On
 - 47 – COE
 - 49 - ESWA
- Flushing
 - Flushing in the Knox Avenue South System, which includes the area of Bethlehem and Palmer Townships east of Route 33 and south of Route 22 was completed on June 17, 2013.
 - Flushing was started in the Suburban 15th Street System, which includes the Boroughs of West Easton and Wilson, on June 19, 2013 and is scheduled to be completed on July 23, 2013.
 - Flushing will begin in the Knox North System, which includes the southwestern portion of Forks Township and northern portion of Palmer Township, once the Suburban 15th Street System is completed.
 - Flushing Totals
 - June Total: 3,702,786 gallons
 - Year To Date Total: 9,377,782 gallons
- Authority Projects
 - Front Street & Keystone Avenue Pressure Chamber
 - The pressure control valve manufacturer's representative was on site on Monday, June 10th and the valve has been placed in service.
 - Palmer Tank Altitude Valve
 - Facility Personnel are working on relocating the electric panel and SCADA equipment from the old chamber to the new chamber.
 - Once all of the equipment is moved to new chamber, the driveway will be repaved.
 - Mine Lane Road Improvements
 - Water Main Installation and testing completed the week of June 10th.
 - Service laterals were transferred from the existing 6" cast iron main to the new 8" ductile iron main during the week of June 24th.
 - The new 8" water main on Mine Lane Road will be connected to the existing water main on Glen Avenue and Southwood Drive during the week of July 1st.
 - The fire hydrants at the intersection with Southwood Drive and Glen Avenue will be removed and connected to the new 8" water main during the week of July 1st.

- Northwood Avenue Improvements
 - On Friday, June 14th, work began to transfer the service laterals from the 6" water main to the 16" water main.
 - Replacement of the 16" water main began on Monday, June 17th, with the replacement of the 16" water main being completed on Tuesday, June 18th and testing being performed on Wednesday, June 19th.
 - Service lateral transfers to the 16" water main were completed on Monday, June 24th.
 - The trench pavement restoration was completed on Tuesday, June 25th.
 - The road was reopened on Thursday, June 27th, once the pavement markings were repainted on the disturbed areas of the pavement.
 - The final pavement restoration (wearing course replacement) will be performed in late summer/early fall.

- Water Treatment Plant
 - High Service Pump Replacement
 - Filter Media Replacement – GAC
 - Disinfection / TOC creation – pilot study
 - Lake Wallenpaupak Release

- Administration
 - 2012 Audit Report
 - Cost of Service Study completed
 - Finance Committee to receive the week of July 15th
 - Pension Committee Meeting July 23rd

- Regulatory
 - Lead and Copper Sampling
 - Drought Contingency and Water Rationing Plans

- Misc
 - 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 late summer.
 - 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 tentatively scheduled for summer.

APPROVAL OF REQUISITIONS

On a motion from Mr. Walker, seconded by Mr. Lockard, requisitions were approved for payment July 8, 2013 (items 3636-3638, totaling \$161,910.36). No public comment was received.

Motion adopted by the following vote:

Yeas: Bergren, Colton, Lockard, 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 response letter received from Fairbanks Morse regarding the pump issues at the water treatment plant, the work being done by CH2M Hill, the procedure for payable invoices, and the handout from the Personnel Committee from last month's meeting regarding the retiree medical benefit proposal..

Budget and Finance –

Mr. Bergren, Chairperson, stated that the committee discussed control features with Keith Fleming from Palmer & Co. regarding the proposed procedure for payable invoices. A member of the Budget and Finance Committee will be reviewing a monthly list of checks and the Finance Committee will report on that each month.

On a motion from Mr. Bergren, seconded by Mr. Lockard, the Board adopted a new procedure for payable invoices. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

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

Pension Committee –

No Report.

Personnel Committee –

Mr. Lockard, Chairperson, stated that the handout from last month pertaining to a retiree medical benefit proposal will be discussed at the next Pension Committee meeting and the Pension Committee will consider a benefit to retirees.

Risk Management Committee –

No Report.

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

Mr. Swinsburg, Assistant Executive Director, stated that he would like approval for a proposal from Van Cleef Engineering Associates for engineering work to install a 16” water main under Route 22. Attorney Walters has reviewed the proposal.

On a motion from Mr. Lockard, seconded by Mr. Walker, the Board approved the expenditure of \$27,500 to hire Van Cleef Engineering Associates for the engineering work in the letter dated April 29, 2013. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:52 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Erin L. Rapp
Recording Secretary