

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

**Easton, PA
Monday
June 10, 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 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. Veresink, seconded by Mr. Colton, the minutes of May 13, 2013 were approved with a change to roll call indicating that Theodore R. Lewis from Lewis & Walters was in attendance and not Thomas Walters. 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 May 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" Riverview Park (Palmer Township, Palmer Township abandoning well)
- Service Replacements
 - 1 - 3/4" 102 East Lafayette Street (City of Easton, replaced lead service)
 - 2 - 3/4" 1207/1209 Spring Garden Street (City of Easton, replaced lead services)
 - 2 - 3/4" 1154/1156 Bushkill Street (City of Easton, replaced lead services)
- Service Repair
 - 1 3/4" 2412 Northwood Avenue (Palmer Township, service leaking at the corporation stop)
 - 1 - 3/4" 609 Raub Street (City of Easton, repaired leaking copper service)
- Main Breaks
 - 6" - 2350 Northwood Avenue (Palmer Township, Universal Joint Broke)
 - 6" -- 1533 Mine Lane Road (Palmer Township, radial break)
- Main Installation
 - Kocsis Project, West Easton
 - 132' of 4" on 10th Street
- Repaired Hydrants
 - Sassafras Street & Locust Street (City of Easton, installed 6" extension on fire hydrant)
 - Route 191 (Lower Nazareth Township, hydrant damaged by unknown vehicle)
 - 4th Street & Ferry Street (City of Easton, hydrant damaged by truck, owner invoiced for repair)
 - ProLogis Parkway & Route 248 (Lower Nazareth Township, hydrant damaged by unknown vehicle)

- Replaced Hydrants
 - Replaced private hydrant at Kitchen Magic on Lonat Drive in Lower Nazareth Township, Relocation paid for by customer.
- Curb Box Maintenance
 - 1 - COE
 - 2 - ESWA
- Service Information
 - New Meters Installation
 - 1 - 5/8" COE
 - 10 - 5/8" ESWA
 - Reinstall Meter
 - 15 – COE
 - 8 - ESWA
 - Meter Changes
 - 10 - 5/8" COE
 - 17 - 5/8" ESWA
 - 2 - 1" ESWA
 - 1 - 2" COE
 - 1 - 2" ESWA
 - 1 - 3" COE
 - 1 - 6" COE
 - MTU's
 - 39- COE
 - 71 - ESWA
 - Turn Off for Repairs
 - 2 – COE
 - 2 - ESWA
 - Turn Off and Remove for Final
 - 4 – COE
 - 3 - ESWA
 - Turn Off for Insufficient Funds
 - 2 - ESWA
 - Turn Off for Non-Payment of Sewer
 - 12 - COE
 - Turn Off for Non-Payment of Water
 - 8 - COE
 - 24 - ESWA
 - Turn On
 - 51 – COE
 - 48 - ESWA
- Flushing
 - Flushing started in the Knox Avenue South System, which includes the area of Bethlehem and Palmer Townships east of Route 33 and south of Route 22, on May 16, 2013. This area should be completed on June 18, 2013.

- Water Used
 - May 5,522,225
 - YTD 5,522,225
- Authority Projects
 - Wilden Acres Phase II Improvements
 - Trench restoration work was completed on Butternut Lane and Fairview Avenue in April.
 - Trench restoration work on Sheridan Drive was completed in May.
 - The final wearing course repair will be coordinated with Palmer Township and performed in late Summer/Fall of 2013.
 - Timberlane Drive Water Main Replacement
 - The final wearing course repair will be coordinated with Palmer Township and performed in late Summer/Fall of 2013.
 - Front Street & Keystone Avenue Pressure Chamber
 - Distribution and Facility Personnel completed the installation of the new pressure control valve and piping modifications in the chamber in late May.
 - The pressure control valve manufacturer will be on site on Monday, June 10, 2013 for training/activation of the pressure control valve.
 - Palmer Tank Altitude Valve
 - Distribution Personnel completed the 16" bypass piping in late May.
 - 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
 - ESWA Personnel with assistance from a contractor will replace approximately 900 feet of 6" cast iron main on Mine Lane Road between Southwood Drive and Glen Avenue. ESWA has had three main breaks in a 100 feet stretch since December of 2012.
 - Main installation is scheduled to begin on Jun 10th and the water system work should be completed by June 21st.
 - Northwood Avenue Improvements
 - ESWA Personnel with assistance from a contractor will perform water system work on Northwood Avenue between Tatamy Road and Northridge Court beginning on approximately June 12th. The work will consist of the following:
 - Replacement of 400' of 16" main in area of 4/4/13 leak. This is being done to ensure the water main has proper bedding.
 - Transfer of 20 service laterals from the existing 6" water main to 16" water main.
 - Abandonment of 6" water main between Tatamy Road and Northridge Court (1400 feet).

- Water Treatment Plant
 - High Service Pump Replacement
 - SCADA Upgrade
 - Filter Media Replacement – GAC
 - Disinfection / TOC creation – pilot study
 - Travelers Insurance Inspection

- Administration
 - Tank Maintenance
 - Lafayette College Hydraulic Study – Engineering RFP
 - Twin Reservoir Projects
 - Lower Nazareth Pump Station Study
 - Extended Period Simulation Program – Engineering RFP
 - 2012 Audit Report
 - Pension Committee Meeting July 23rd
 - Check Signing and Check Register Policy
 - Judicial Sales Procedure

- Regulatory
 - TOC Monitoring
 - Stage 2 Disinfectant By-Product Testing
 - Lead and Copper Sampling
 - Drought Contingency and Water Rationing Plans

- 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 June.
 - 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 tentative scheduled to start July 1, 2013.

APPROVAL OF REQUISITIONS

On a motion from Mr. Lockard, seconded by Mr. Veshosky, requisitions were approved for payment June 10, 2013 (items 3632-3635, totaling \$301,020.03). 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 engineering proposals, the Northwood Avenue Project, and the Water Treatment Plant issues with Fairbanks Morse.

Budget and Finance –

Mr. Bergren, Chairperson, stated that the 2012 Audit was distributed to board members and the Budget and Finance committee met with Palmer & Co. on the preliminary audit and the numbers match those supplied at monthly Board Meetings. He recommended that Board Members review the footnotes, and Keith Fleming will be at the July Board Meeting to review the audit report with all Board Members.

Mr. Bergren also stated that the committee will be meeting later in June to develop a procedure for check signing approval.

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

Pension Committee –

No Report.

Personnel Committee –

Mr. Lockard, Chairperson, stated he would have a handout pertaining to a retiree medical benefit proposal to be distributed and discussed in executive session.

Risk Management Committee –

No Report.

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

Attorney Walters stated he has two items to report, the first relating to the claim against Fairbanks Morse and litigation support to be discussed in executive session. The second item is asking for approval for a contract with the State Police to allow them to place antennae on top of the Morgan Hill High Tank.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

Mr. White, Executive Director, stated that he would like approval of an Engineering Services Proposal related to a Hydraulic Study for Lafayette College done by Gannett Fleming at the cost of \$28,500. The study will be done in tasks and the first part will study and analyze the effectiveness of the college's infrastructure, then it will look at our infrastructure and determine what needs to be done by both ESWA and Lafayette College to continue to provide water to the college to meet their needs.

On a motion from Mr. Walker, seconded by Mr. Colton, the Board approved the expenditure of \$28,500 to hire Gannett Fleming to perform the Hydraulic Study of Lafayette College. 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

Craig Swinsburg, Assistant Executive Director, stated that he would like approval for an upgrade of the hydraulic model to an Extended Period Simulation Model. The upgrade will provide the Authority with better operations and a 24-hour view of modeling instead of just snapshot views that are available with the current model.

On a motion from Mr. Veresink, seconded by Mr. Bergren, the Board approved the proposal for the Extended Period Simulation Modeling to be done by Gannett Fleming at a cost not to exceed \$16,100. 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

Attorney Walters stated that he would like approval for a license agreement with the state police for antennae to be placed on top of the Morgan Hill High Tank. No money will be collected by the Authority for this agreement, but we can terminate the agreement at any

time with 60 day notice. The state police will be indemnifying the Authority from any losses that may occur as a result of placing the antennae.

On a motion from Mr. Colton, seconded by Mr. Lockard, the Board authorized the officers to execute the license agreement with the Pennsylvania State Police to place antennae on top of the Morgan Hill High Tank. 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

EXECUTIVE SESSION

The Board entered into Executive Session at 4:16 pm to discuss the claim against Fairbanks Morse and the retiree medical benefit proposal from the Personnel Committee and resumed its regular meeting at 4:55 pm.

On a motion from Mr. Walker, seconded by Mr. Veshosky, the Board approved the Executive Director to execute an agreement with CH2M Hill for professional litigation services not to exceed \$29,000 at the appropriate time.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:58 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