

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

**Easton, PA
Monday
May 13, 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
Robert Walker

Absent: David Veshosky

Also in attendance were Roy A. White, Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Theodore R. Lewis, 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. Barefoot, the minutes of April 8, 2013 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Poswistilo, Veresink, Walker, Cain (Chairman) (8)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the April 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 - 4" Fire 323 Pine Street (City of Easton, Pomeroy Building Renovation)
- Service Replacements
 - 1 - 3/4" 1820 Freemansburg Avenue (Borough of Wilson, replace leaking lead service)
- Service Repair
 - 1 - 3/4" 820 Pennsylvania Avenue (City of Easton, damaged by UGI Contractor)
- Service Changeovers
 - Wilden Acres Improvements
 - 19 - 3/4" Services
 - 1 - 1-1/2" Service
 - Timberlane Drive Improvements
 - 16 - 3/4" Services
- Main Breaks
 - 16" - 2342 Northwood Avenue (Palmer Township, Longitudinal)
 - 6" - 2342 Northwood Avenue (Palmer Township, Longitudinal)
- Main Installation
 - Timberlane Drive Improvements
 - 908' of 8" on Timberlane Drive
- New Hydrants - Public
 - Whitney Avenue & Virginia Avenue (Palmer Township, relocated as part of Wilden Acres Project)
- Repaired Hydrants
 - Crest Boulevard & Highland Drive (Palmer Township, hydrant damaged by unknown vehicle)
 - 74 Highlands Boulevard (City of Easton, hydrant damaged by car, driver invoiced for repair)
- Curb Box Maintenance
 - 2 - ESWA

- Service Information
 - New Meters Installation
 - 1 - 5/8" COE
 - 8 - 5/8" ESWA
 - 3 - 3/4" COE
 - 3 - 3/4" ESWA
 - 2 - 1" ESWA
 - Reinstall Meter
 - 14 – COE
 - 10 - ESWA
 - Meter Changes
 - 4 - 5/8" COE
 - 22 - 5/8" ESWA
 - 2 - 3/4" COE
 - 12 - 3/4" ESWA
 - 12 - 1" ESWA
 - 7 - 2" ESWA
 - 2 - 3" COE
 - 2 - 4" COE
 - 1 - 4" ESWA
 - MTU's
 - 34 - COE
 - 112 - ESWA
 - Turn Off for Repairs
 - 9 – COE
 - 3 - ESWA
 - Turn Off and Remove for Final
 - 8 – COE
 - 12 - ESWA
 - Turn Off for Insufficient Funds
 - 2 - ESWA
 - Turn Off for Non-Payment of Sewer
 - 7 - COE
 - 23 - ESWA
 - Turn Off for Non-Payment of Water
 - 30 - COE
 - 56 - ESWA
 - Turn On
 - 68 – COE
 - 129 - ESWA
- Flushing
 - Flushing began May 6, 2013 in the Knox Avenue West System, which includes the area of Bethlehem Township west of Route 33 and south of Route 22. This area is scheduled to be completed on My 15, 2013.

- Flushing will be performed in the Knox Avenue South System, which is the portion of Bethlehem and Palmer Townships that is south of Route 22 and east of Route 33, once the Knox West System is completed.
- Authority Projects
 - Wilden Acres Phase II Improvements
 - ESWA personnel completed the service lateral changeovers and the connections to the existing water mains in April.
 - Trench restoration work was completed on Butternut Lane and Fairview Avenue in April.
 - Trench restoration work on Sheridan Drive will be 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
 - ESWA personnel completed the service lateral changeovers and the connections to the existing water mains in April.
 - Trench restoration work has been completed..
 - The final wearing course repair will be coordinated with Palmer Township and performed in late Summer/Fall of 2013..
 - Plainfield Tank Painting and Modifications
 - The tank painting work was completed in early May and the tank was placed back in service on May 4, 2013.
 - The landscaping restoration work will be performed once the contractor has removed all of their equipment.
 - Front Street & Keystone Avenue Pressure Chamber
 - Distribution and Facility Personnel will be replacing the pressure control valve in the chamber in May and making some minor piping configurations.
- Water Treatment Plant
 - High Service Pump Replacement
 - SCADA Upgrade
 - Filter Media Replacement – GAC
- Administration
 - Tank Maintenance Program
 - Lafayette College Hydraulic Study
 - Twin Reservoir Projects
 - Lower Nazareth Pump Station Study
 - Extended Period Simulation Program
 - Finance Committee – Audit Review
 - Pension Committee – July 23rd
 - Lafayette College Presentation
- 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 and the service laterals should be installed in May or June.
- Madison Farms
 - Commercial/Residential Site on Freemansburg Avenue (former Wagner Farms Property)
 - ESWA approved final plans.
 - Construction to begin in late May/early 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.
 - No information on construction schedule.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Lockard, requisitions were approved for payment May 13, 2013 (items 3628-3631, totaling \$316,591.74). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Poswistilo, Veresink, Walker, Cain (Chairman) (8)

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.

Budget and Finance –

Mr. Bergren, Chairperson, stated that the committee met with Roy White, Craig Swinsburg, Stephanie Kinsell, and Keith Fleming from Palmer & Co. to review the audit report. The report will be distributed to the board in June for discussion at July's Board Meeting.

Mr. Bergren also stated that the committee will be following up on the request to change signatories for checks by adding Stephanie Kinsell to the approved list and amending the procedures to have a board member sign two times a month.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit April 30, 2013; Cash Flow Forecast 2013; Income Statement – Budget Comparison for March 2013; Income Statement – Budget Comparison for December 2012 - Final.

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.

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Barefoot, the meeting was adjourned at 3:57 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Poswistilo, Veresink, Walker, Cain
(Chairman) (8)

Nays: None

Respectfully Submitted

Erin L. Rapp
Recording Secretary