

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

**Easton, PA
Monday
January 13, 2014
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 – via Skype
Robert J. Bergren
Timothy A. Cain (Chairman)
R. Kirkwood Colton
Donald W. Lockard
Theodore J. Veresink
David Veshosky
Robert Walker

Absent: Margaret H. Poswistilo

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.; 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 December 9, 2013 were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the December 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- 3" Fire 22 Centre Square (City of Easton, Former Bixler's building)
- Service Replacements
 - 1 - 3/4" 616 Paxinosa Avenue (City of Easton, replaced lead service)
- Main Breaks
 - 8" - 2325 Silo Drive (Forks Township, radial break , in easement)
 - 6" - 4625 Henry Street (Bethlehem Township, radial break)
 - 6" - 4745 Henry Street (Bethlehem Township, radial break)
 - 6" - 3225 Georgian Lane (Bethlehem Township, radial break)
 - 6" - 822 Cibby Street (Bethlehem Township, radial break)
 - 6" - 54 Craigie Street (Palmer Township, radial, replaced section of pipe)
 - 6" - 401 Elwood Street (Palmer Township, radial break)
 - 6" - 2716 Broad Street (Palmer Township, radial break)
 - 6" - 4156 Nicholas Street (Palmer Township, radial break)
 - 2 - 6" - 2200 Block of Washington Boulevard (Wilson Borough, Universal Joint Leaks)
- Repaired Hydrants
 - George Street & Chestnut Ridge Terrace (City of Easton, hit by vehicle, billed owner)
 - 275 Keystone Drive (Lower Nazareth Township, hit by unknown vehicle)
 - ProLogis Parkway (Lower Nazareth Township, replaced main washer, found during leak detection)
- Replaced Hydrants
 - Northgate Boulevard & Sherwood Drive (Palmer Township, damaged by unknown vehicle)
 - 15th Street & Butler Street (Borough of Wilson, damaged by vehicle, billed to driver)
- Valves
 - Installed new 8" valve at 2325 Silo Drive (Forks Township). Valve allows water main in easement to be isolated.
- Curb Box Maintenance

- 4 - COE
- 3 - ESWA
- Service Information
 - New Meters Installation
 - 6 - 5/8" COE
 - 12 - 5/8" ESWA
 - Meter Changes
 - 8 - 5/8" COE
 - 19 - 5/8" ESWA
 - 2 - 3/4" COE
 - 9 - 3/4" ESWA
 - 1 - 1" ESWA
 - 4 - 2" COE
 - 1 - 2" ESWA
 - 2 - 3" COE
 - 1 - 2" ESWA
 - 1 - 4" COE
 - 1 - 4" ESWA
 - 1 - 8" ESWA
 - MTU's
 - 22 - COE
 - 75 - ESWA
 - Turn Off for Repairs
 - 5 – COE
 - 4 - ESWA
 - Turn Off for Final
 - 10 – COE
 - 9 - ESWA
 - Turn Off and Remove (Seasonal)
 - 2 - COE
 - 2 - ESWA
 - Turn Off for Insufficient Funds
 - 1 - COE
 - Turn Off for Non-Payment of Water
 - 30 - COE
 - 42 - ESWA
 - Turn On
 - 33 – COE
 - 44 - ESWA
- Flushing
 - No flushing was performed in December.
 - Flushing Totals
 - Year To Date Total: 28,855,297 gallons
- Authority Projects
 - Office Generator

- The electrical work at the office was completed in December so that the generator is in place and will activate during an interruption of power to the office.
- Farmersville Tank Project
 - The tank was filled and tested in the middle of December and placed back into service on December 28, 2013.
- Knox Avenue 16" Water Main
 - Route 22 16" Main Crossing
 - Van Cleef Engineering submitted the PennDOT Permit Application and is awaiting a response.
 - ESWA will need to attain a small easement from Palmer Township on the Community Center property in order to install the new water main.
- Route 611 & Bushkill Creek Bridge Replacement
 - ESWA will be requesting engineering proposals for the design of the water system improvements.
- Freemansburg Avenue & Route 33 Bridge Project
 - ESWA will be requesting engineering proposals for the design of the water system improvements related to the project.
- Lafayette College Study
 - Gannett Fleming provided the final draft of the memorandum on January 3, 2014.
 - ESWA and Gannett Fleming conducted a conference call on January 10, 2014 to review the final memorandum and discuss the revisions from the draft.
- Twin Reservoirs Study
 - CH2M Hill provided a technical memorandum for task 1 of the Twin Reservoirs Study on November 15th, which included data acquisition and system storage requirements.
 - ESWA staff and CH2M Hill personnel met on December 11th to review the task 1 memorandum.
 - CH2M Hill has begun work on task 2, which will review reservoir alternatives.
- Water Treatment Plant
 - High Service Pumps
 - SCADA Update
 - Water Treatment – River Conditions
- Administration
 - Five Year Operating Budget
 - Outsource Billing
 - Tapping Fees
 - Employee Manual Revision
 - Prologis Warehouses – Lower Nazareth Township

- Miscellaneous
 - Development Projects
 - William Penn Commons
 - Project is presently on hold.
 - Madison Farms
 - Commercial/Residential Site on Freemansburg Avenue (former Wagner Farms Property)
 - Site work ongoing.
 - Freemansburg Avenue Improvements
 - Work will likely begin in Spring 2014.
 - Madison at Palmer View
 - Apartment Complex behind Walmart on Corriere Road.
 - Site work ongoing.
 - Maple Shade Estates
 - 78 Single Family Lots in Bethlehem and Palmer Townships.
 - Phase I completed.
 - Installing water system in Phase II.
- Information & Events
 - 2013 Ethics Forms
 - PMAA Board Member Training
 - Thursday, March 13th at the Holiday Inn in Breiningsville

APPROVAL OF REQUISITIONS

On a motion from Mr. Lockard, seconded by Mr. Veshosky, requisitions were approved for payment January 13, 2014 (items 3667-3669, totaling \$70,619.85). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Lockard, Veresink, Veshosky, 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 as well as information on the Prologis Warehouses and the Fairbanks Morse Settlement.

Budget and Finance –

Mr. Bergren, Chairperson, stated that the Five Year Operating Budget was received and the committee will be meeting in the last week of January to review it.

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

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

On a motion from Mr. Lockard, seconded by Mr. Walker, the Board approved amending the Authority's Rule and Regulations with respect to the tapping fees to permit the Authority to collect 50% of tapping fees at the time of execution of the contract, and the other 50% at the time the building permit is awarded.

Motion adopted by the following vote:

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

Nays: None

Mr. Cain stated that he received a letter of resignation from Mrs. Poswistilo dated December 12, 2013, and to be effective immediately. This leaves her seat on the board vacant, as well as her position as Secretary for the Board. Mr. Cain stated that Mr. Colton would be willing to accept the position of Secretary, vacating the Assistant Secretary position. Mr. Cain appointed a search committee consisting of Mr. Colton and Mr. Bergren, to find a replacement for Mrs. Poswistilo

On a motion from Mr. Veresink, seconded by Mr. Bergren, the board approved the appointment of Mr. Colton to Secretary for the Board.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veshosky, seconded by Mr. Colton, the board approved the appointment of Mr. Walker to Assistant Secretary for the Board.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Veshosky, the meeting was adjourned at 4:36pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Erin L. Rapp
Recording Secretary