

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

**Easton, PA  
Monday  
January 11, 2016  
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: Timothy A. Cain (Chairman)  
R. Kirkwood Colton  
Dave Hopkins  
Theodore Veresink  
Robert Walker  
Donald Lockard  
Wayne Barefoot (Via Skype)

Absent: Mary Kennon  
David Veshosky

Also in attendance were Roy 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; Holly Frantz, 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 14, 2015 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Veresink, Walker, Lockard, Barefoot (7)

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.

- Service Replacements - 3
  - 2 – ¾” 217/219 East Madison Street (Easton, replaced leaking lead service)
  - 1 – ¾” 3484 Daniels Road (Upper Nazareth Township, replaced leaking plastic service)
- Service Changeovers – 57
  - 57 – ¾” Hay Terrace, Washington Street & Watson Street Project (Palmer, reconnected existing copper services)
- Service Repair - 1
  - 1 – ¾” 4317 Embur Terrace (Bethlehem Township, Main break at service)
- Main Breaks – 8
  - 6” – 4317 Embur Terrace (Bethlehem Township, radial)
  - 6” – 4425 Charles Street (Bethlehem Township, radial)
  - 6” – 4625 Charles Street (Bethlehem Township, radial)
  - 6” – 7 Tanglewood Drive (City of Easton, radial)
  - 6” – 150 West Lincoln Street (City of Easton, universal joint)
  - 6” – 3211 Oregon Street (Palmer Township, radial)
  - 6” – Stones Crossing & Mountian View Avenue (Palmer Township, Radial)
  - 6” – 21<sup>st</sup> & Northampton Streets (Wilson Boro, Radial)
- Service Removal – 1
  - 1 – ¾” 675 North 13<sup>th</sup> Street (City of Easton, Unused service damaged by UGI)
- Valve Repair – 1
  - 1 – 16” at 15<sup>th</sup> Street & Northampton Street (City of Easton)
- New Meters Installation – 14
  - 13 – 5/8” ESWA
    - 1 – 1” ESWA
- Meter Changes - 131
  - 12 – 5/8” COE
  - 111 – 5/8” ESWA
  - 1 – 3/4” ESWA
  - 4 – 1” ESWA

- 1- 1-1/2" COE
  - 1 – 2" ESWA
- MTU's – 115
  - 44 - COE
  - 112 – ESWA
- Turn Off for Non-Payment of Water -30
  - 14 – COE
  - 16 – ESWA
- Turn Off for Non-Payment of Sewer - 2
  - 2 – COE
  - 0 – ESWA

#### Authority Projects

- Wilden Acres Tank Painting
  - Tank Taken out of service Monday September 14<sup>th</sup>.
  - Pro-Spec mobilized in late September, interior work began October 12<sup>th</sup>.
  - Interior completed on December 8<sup>th</sup>.
  - Contractor is working to complete the blasting and priming of the exterior.
- Morgan Hill High Service Pump Station
  - Pump 2 was removed on November 20<sup>th</sup> for refurbishment and should be back in service in early January.
  - Pump 1 will be removed and refurbished once pump 2 is back in service.
- Knox Avenue Pump Station
  - Pump 3 will be inspected and/or repaired by Kohl Brothers in January.
  - The pump is in operation but is being closely monitored.
- Hay Terrace, Lilac Lane, Washington Street & Watson Street Project
  - Several main breaks in recent years on all streets.
  - Palmer Township planning to overlay the streets
  - Water system work completed on December 10<sup>th</sup>.
  - Temporary trench restoration was completed the week of December 18<sup>th</sup>.
  - Permanent trench restoration will be performed in the spring of 2016.

### Development Projects

- Trio Farms Phase V
  - 28 Single Family and 24 Townhouse Units in Lower Nazareth Township
- Sterling Crossing Phase II
  - 23 Single Family Units in Lower Nazareth Township
- Saratoga Farms Phase II
  - 30 Single Family and Townhouse Units in Lower Nazareth Township
- Logistcenter 33
  - 500,000 Sq. Ft. Warehouse in Forks Township
- Sullivan's March
  - Medical Office Building in Forks Township (Sullivan Trail & Zucksville Road)

### Water Quality & Treatment

- High Service Pump Failure
- Upstream Water Quality Survey

### Administration

- Right To Know Policy
- Rate increase Resolution
- Regulatory Year End Reporting
- Board Member Reappointments

## **APPROVAL OF REQUISITIONS**

On a motion from Mr. Walker, seconded by Mr. Lockard, requisitions were approved for payment January 11, 2016 (items 3780-3781, totaling \$193,061.86). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Veresink, Barefoot, Walker, Lockard (7)

Nays: None

## **REPORT OF COMMITTEES**

### **Executive Committee –**

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss several items including the replacement of the GAC at the plant and reviewed information on the permit issue in Upper Mt Bethel Township. Mr. Walters discussed the Right to Know Policy.

**Budget and Finance –**

No Report

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit December, 2015; Cash Flow Forecast 2015; and Income Statement – Budget Comparison for November 2015.

**Pension Committee –**

No Report

**Retiree Benefits Ad-hoc Committee –**

No Report

**Personnel Committee –**

No Report

**Risk Management Committee –**

No Report.

**Buildings and Properties Committee –**

No Report.

**REPORT OF SOLICITOR**

On a motion from Mr. Hopkins, seconded by Mr. Walker, the Board authorized the adoption of certain regulations and policies pursuant to Pennsylvania's Right-To-Know Law, 65 P.S.66.1, ET SEQ., and authorizing the publishing of same on Authority's website.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Veresink, Barefoot, Walker, Lockard (7)

Nays: None

**NEW BUSINESS**

At this time, Mr. Veresink, Chairperson of the Nominating Committee, conducted elections for Officers of the Board. Mr. Veresink stated that all nominees were contacted prior to the Board meeting. The committee nominated Mr. Cain for Chairman of the Board, Mr. Lockard for Vice Chairman of the Board, Mr. Colton for Secretary of the Board, Mr. Walker for Assistant Secretary of the Board, and Mr. Barefoot for Treasurer of the Board.

On a motion from Mr. Veresink, seconded by Mr. Hopkins, the nominees were elected to serve a term of 3 years or until a successor is elected, whichever occurs first. No public comment received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Veresink, Barefoot, Walker, Lockard (7)

Nays: None

Mr. Cain, Chairman of the Board, stated that the committees will remain the same.

**ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 3:46 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Veresink, , Lockard, Hopkins, Walker, Barefoot, Colton (7)

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary