

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

**Easton, PA  
Monday  
June 11, 2012  
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  
R. Kirkwood Colton  
Margaret H. Poswistilo  
Theodore J. Veresink  
Robert Walker  
Timothy A. Cain (Chairman)

Absent: Donald W. Lockard  
Michael G. Moorehead

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.; 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 2011 Financial Audit immediately following the action on minutes.

**ACTION ON MINUTES**

On a motion from Mr. Colton, seconded by Mr. Veresink, the minutes of May 14, 2012 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Poswistilio, Veresink, Walker, Cain (Chairman) (7)

Nays: None

Keith Fleming, Palmer & Co. presented a summary of the 2011 Financial Audit to the board. On a motion from Mr. Bergren, seconded by Mr. Barefoot, the 2011 Financial Audit was accepted as presented.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Poswistilio, Veresink, Walker, Cain (Chairman) (7)

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" 4100 Green Pond Road (Palmer Township, Miracle League Field at Chrin Center)
  - 1 – 2" 330-348 Cedarville Road (Williams Township, Strip Stores)
  - 1 – 6" Fire 330-348 Cedarville Road (Williams Township, Strip Stores)
- Service Repair
  - 1 – ¾" 3484 Daniel's Road (Lower Nazareth Township, repaired leaking copper service)
- Repaired Hydrants
  - 3820 Easton-Nazareth Highway (Lower Nazareth Township, Hit by vehicle)
  - Southmont Center (Bethlehem Township, replaced main washer)
- Replaced Hydrants
  - Freemansburg Avenue & Center Street (Borough of Wilson, replaced old hydrant)
  - Freemansburg Avenue & Miller Street (Borough of Wilson, replaced old hydrant)

- Curb Box Maintenance
  - 4 - ESWA
- Service Information
  - New Meters Installation
    - 5 – 5/8” COE
    - 14 – 5/8” ESWA
    - 5 – 1” ESWA
  - Reinstall Meter
    - 5 - COE
    - 2 - ESWA
  - Meter Changes
    - 3 – 5/8” COE
    - 62 – 5/8” ESWA
    - 1 – 3/4” COE
    - 2 – 3/4” ESWA
    - 2 – 1” COE
    - 1 – 1” ESWA
    - 2 – 1-1/2” ESWA
    - 1 – 2” COE
    - 1 – 2” ESWA
    - 1 – 3” COE
  - MTU’s
    - 34 - COE
    - 118 - ESWA
  - Turn Off for Repairs
    - 2 – COE
    - 4 - ESWA
  - Turn Off and Remove for Final
    - 6 – COE
    - 2 - ESWA
  - Turn Off for Insufficient Funds
    - 2 – COE
    - 1 - ESWA
  - Turn Off for Non-Payment of Sewer
    - 14 - COE
  - Turn Off for Non-Payment of Water
    - 14 – COE
    - 14 - ESWA
  - Turn On
    - 35 – COE
    - 36 - ESWA
- Flushing
  - Flushing in the Suburban 15<sup>th</sup> Street System was completed on May 21, 2012.

- Flushing in the Knox Avenue South System, which includes the portions of Bethlehem and Palmer Townships south of Route 22 and east of Route 33 began on May 22, 2012. The Knox South System should be completed by the end of June.
- Authority Projects
  - City of Easton Improvements
    - Contract I: Part A
      - The concrete restoration on Washington Street was completed on 6/1/12.
      - A few minor punch list items must be addressed and then the contract will be closed out.
    - South 3<sup>rd</sup> Street
      - The contractor has completed all water system and restoration work.
    - Davis Street Pumping Station
      - The site work and landscaping has been completed at the station.
      - ESWA has prepared the punch list for the general and electrical contractors and the items should be completed in the next month.
    - ADA Ramps
      - F.A. Rohrbach
        - All of the ADA ramps have been completed.
        - There is some minor crosswalk and stop bar painting that must be completed and should be done in the next few weeks.
- Water Treatment Plant
  - Completion Timeline
    - Punchlist items still ongoing with an unknown completion date
  - Items Being Addressed
    - High and Low Service Pumps
    - SCADA
    - Security
    - Chemical Feed and Transfer Equipment
    - Generator Exhaust
- Administration
  - 2011 Audited Financial Statement Review
  - Incident Command System Training – 44 employees
  - MetEd – PA Transmission Line
  - Property and Casualty and Workers Comp Insurance Proposals
  - Committee Meetings
    - Pension Committee met on May 24<sup>th</sup>
    - Personnel Committee met on May 24<sup>th</sup>

- SDWA – January 2014
  - Newly installed water system material must be lead-free (0.25% weighted average lead content or less)
- HB 1719 / 1718
  - We would have to provide to a developer a list of 3 professionals for them to choose from
- EPA Compliance Orders Can Be Challenged

On a motion from Mr. Barefoot, seconded by Mr. Bergren, requisitions were approved for payment June 11, 2012 (items 3533-3542, totaling \$99,656.49). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Poswistilio, 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 two personnel matters, one of which will be addressed in executive session.

#### **Budget and Finance –**

Mr. Bergren, Chairperson, stated that the 2011 Financial Audit was discussed earlier in the meeting.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: June 2012 Project Status Report, May 31, 2012 Funds on Deposit, Cash Flow Forecast 2012, Debt Obligations at May 31, 2012, Income Statement – Budget Comparison for April 2012, Income Statement – Budget Comparison - Accrual for December 2011, and 2011 Revenues and Operating Expenses Pie Charts.

#### **Pension Committee –**

Mr. Bergren, Chairperson, stated that the Pension Committee met on Thursday, May 24<sup>th</sup> and will meet again in the fall.

#### **Personnel Committee –**

Mr. Colton, on behalf of Mr. Lockard, Chairperson, stated that the Personnel Committee met on Thursday, May 24<sup>th</sup> and will have comments for the executive session.

#### **Risk Management Committee –**

No Report.

**Buidings and Properties Committee –**  
No Report.

**REPORT OF SOLICITOR**

No Report.

**UNFINISHED BUSINESS**

No Report.

**NEW BUSINESS**

No Report.

**EXECUTIVE SESSION**

The Board entered into Executive Session at 3:51 PM to discuss personnel matters and resumed its regular meeting at 3:55 PM.

**ADJOURNMENT**

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the meeting was adjourned at 3:55 PM. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Bergren, Colton, Poswistilio, Veresink, Walker, Cain (Chairman) (7)

Nays: None

Respectfully Submitted

Erin L. Rapp  
Recording Secretary