

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

**Easton, PA
Tuesday
November 12, 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 Craig Swinsburg, Assistant Executive Director; Timothy Ryan, IT Manager; Thomas Walters, Solicitor, Lewis & Walters; 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. Walker, seconded by Mr. Veresink, the minutes of October 14, 2013 were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the October 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" at 3100 Emrick Boulevard (Bethlehem Township)
 - 1 - 4" Fire at 623 Municipal Drive (Lower Nazareth Township, Municipal Building)
 - 1 - 8" Fire at 3100 Emrick Boulevard (Bethlehem Township)
- Service Replacements
 - 2 - 3/4" at 1300/1302 Butler Street (City of Easton, replaced lead services)
 - 1 - 3/4" at 122 South 17th Street (Borough of Wilson, replaced lead service)
 - 1 - 1-1/2" at 623 Municipal Drive (Lower Nazareth Township, replaced multiple small services with one 1-1/2" service)
- Service Repair
 - 1 - 3/4" 200 Patterson Walk (Forks Township)
- Main Breaks
 - 6" - Southwood Drive & Southwood Drive (Palmer Township, radial break)
 - 6" - 90 Wilden Drive (Palmer Township, radial break)
- Repaired Hydrants
 - Locust Street & Sassafras Street (City of Easton, repaired hydrant damaged by unknown vehicle)
 - Prologis Parkway & Route 248 (Lower Nazareth Township, repaired hydrant damaged by unknown vehicle)
- Replaced Hydrants
 - 174 Canal Street (City of Easton, hydrant damaged by vehicle, replacement cost billed to driver)
- Valves
 - Replaced 6" valve at Folk Street & Scott Street (City of Easton)
- Curb Box Maintenance
 - 2 - COE

- 8 - ESWA
- Blow Offs
 - Repaired 1" blow off on Marruth Avenue (Forks Township)
 - Repaired 2" blow off on Napa Drive (Forks Township)
- Service Information
 - New Meters Installation
 - 1 - 5/8" COE
 - 24 - 5/8" ESWA
 - 1 - 3/4" ESWA
 - 1 - 1" COE
 - 9 - 1" ESWA
 - Meter Changes
 - 18 - 5/8" COE
 - 27 - 5/8" ESWA
 - 2 - 3/4" ESWA
 - 2 - 1" COE
 - 2 - 1" ESWA
 - 3 - 1-1/2" ESWA
 - 3 - 2" ESWA
 - 2 - 3" ESWA
 - 2 - 4" ESWA
 - Production Meters
 - Replaced 6" Meter in Morgan Hill High Service Pumping Station
 - MTU's
 - 37 - COE
 - 170 - ESWA
 - Turn Off for Repairs
 - 5 - COE
 - 7 - ESWA
 - Turn Off and Remove for Final
 - 17 - COE
 - 13 - ESWA
 - Turn Off and Remove (Seasonal)
 - 33 - ESWA
 - Turn Off for Insufficient Funds
 - 2 - COE
 - 3 - ESWA
 - Turn Off for Non-Payment of Sewer
 - 10 - ESWA
 - Turn Off for Non-Payment of Water
 - 23 - COE
 - 52 - ESWA
 - Turn On
 - 40 - COE
 - 81 - ESWA

- Flushing
 - Flushing was scheduled to be performed in the Lower Nazareth System, however, that has been suspended until the Farmersville Tank is placed back in service.
 - Flushing Totals
 - October Total: 288,603 gallons
 - Year To Date Total: 28,809,602 gallons

- Authority Projects
 - Farmersville Tank Project
 - ESWA took the Farmersville Tank out of service on September 5, 2013 and work was started on September 9, 2013.
 - The exterior of the tank has been completed and the contractor is working on blasting and priming the interior of the tank.
 - The interior should be completed the week of November 18, 2013.
 - Once the interior is completed, the paint will need to properly cure before the tank can be disinfected and refilled.
 - ESWA anticipates beginning to fill the tank the week of December 2, 2013.
 - Knox Avenue 16" Water Main
 - Route 22 16" Main Crossing
 - Van Cleef Engineering is working to attain the Highway Occupancy Permit for 16" water main crossing of Route 22.
 - Route 611 & Bushkill Creek Bridge Replacement
 - Will require ESWA to relocate the 16" water main that presently hangs from the bridge.
 - Project cost will be a 50/50 split between ESWA and PennDOT.
 - ESWA will send out RFP's for engineering work in November.
 - Bridge Construction to begin in 2014.
 - Lafayette College Study
 - Gannett Fleming provided a draft memorandum on October 18, 2013 for ESWA review.
 - Palmer Tank Altitude Valve
 - The driveway was repaved by the Distribution Department on November 8, 2013.
 - There is some minor landscaping that will need to be addressed in the spring.

- Water Treatment Plant
 - High Service Pumps
 - SCADA
 - Clearwell Meeting
 - GAC Replacement

- Administration
 - Power Purchase Bids

- Medical Insurance
- Personnel Committee
- Lafayette College Study
- Meter Radio Read Project
- Twin Reservoir Study

- Miscellaneous
 - Development Projects
 - William Penn Commons
 - Water System installation was completed in April.
 - Site Work has resumed and sinkhole issues are being addressed.
 - The water system will need to be pressure tested, flushed and bacteria tested once the sinkhole remediation has been completed.
 - Madison Farms
 - Commercial/Residential Site on Freemansburg Avenue (former Wagner Farms Property)
 - ESWA approved final plans.
 - PennDOT has issued Highway Occupancy Permits
 - Developer closed on property and will be starting site work in November.
 - Freemansburg Avenue Improvements
 - Realignment and Widening of Freemansburg Avenue in the area of the Route 33 interchange.
 - Will include the replacement and installation of approximately 1800 feet of 12" Water Main.
 - Project is being funded by the Freemansburg Avenue Developers (St. Luke's, Madison Farms & Dr. Amin) and is being administered through St. Luke's.
 - Construction to begin in the Fall of 2013.
 - Madison at Palmer View
 - Apartment Complex behind Walmart on Corriere Road.
 - ESWA approved final plans.
 - Construction began in late August. Water system work to be performed in 2014.
 - Maple Shade Estates
 - 78 Single Family Lots in Bethlehem and Palmer Townships.
 - Water System installation began in September.

APPROVAL OF REQUISITIONS

On a motion from Mr. Lockard, seconded by Mr. Barefoot, requisitions were approved for payment November 12, 2013 (items 3655-3660, totaling \$166,011.36). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Lockard, Poswistilo, 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 information from the Solicitor on the Fairbanks Morse settlement and information from the personnel committee on wage recommendations.

Budget and Finance –

Mr. Bergren, Chairperson, stated that the committee met to review the preliminary 2014 Budgets. Roy White reviewed the 2014 Operating Budget with the Board, and Craig Swinsburg reviewed the 2014 Capital Budget with the Board. The Budgets will be voted on at the December Board Meeting.

At this time, Roy White, Executive Director, discussed the following reports: Funds on Deposit October 31, 2013; Cash Flow Forecast 2013; and Income Statement – Budget Comparison for September 2013.

Pension Committee –

No Report.

Retiree Benefits Ad-hoc Committee –

No Report.

Personnel Committee –

Mr. Lockard, Chairperson, stated that the committee met on November 7th with Roy White to review performance evaluations and wage recommendations. Mr. Lockard stated that if the board had any questions, they could be addressed in Executive Session.

Risk Management Committee –

No Report.

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

Attorney Walters stated that in regards to the Fairbanks litigation, he instituted the action on October 18, 2013. The sheriff of Northampton County has served two of the three defendants. Attorney Walters said he received a call from counsel for Fairbanks requesting some information which was provided on November 4, 2013. Attorney

Walters said he also received a call from counsel for the contractor and he forwarded a confirmatory letter to them.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

No Report.

EXECUTIVE SESSION

The board entered into executive session at 4:18pm to discuss wage recommendations and resumed its regular meeting at 4:55pm.

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Colton, the meeting was adjourned at 4:56pm. 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