

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

**Easton, PA
Monday
August 11, 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
Timothy Cain, (Chairman)
R. Kirkwood Colton
Dave Hopkins
Mary Kennon
Theodore J. Veresink
David Veshosky
Robert Walker

Absent: Donald W. Lockard

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; Keith Fleming, Palmer & Co; 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. Colton, seconded by Mr. Veresink, the minutes of July 14, 2014 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Cain (Chairman), Hopkins, Kennon, Veresink, Veshosky, Walker (8)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the July 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 Installations – 29
 - 26 – ¾” Steeplechase Phase V (Forks Township, Zawarski)
 - 1 – ¾” 2920 Charlotte Avenue)Palmer Township)
 - 1 – 2” 432 Northampton Street (City of Easton, former A & D Tile, increase service size)
 - 1 – 4” 3410 Sullivan Trail (Forks Township, Metzgar Field)
- Main Installations – 3
 - Freemansburg Avenue Improvements
 - 682’ of 12” on Freemansburg Avenue
 - Knox Avenue Route 22 Crossing
 - 406’ of 16” on Nulton Avenue
 - Madison at Palmer View
 - 1,524’ of 12” on Corriere Road
 - 697’ of 12” on Van Buren Road
- Service Replacements -5
 - 2 – ¾” 727/729 Cattell Street (City of Easton, replaced leaking lead services)
 - 1 – ¾” 36 South 12th Street (City of Easton, replaced leaking lead service)
 - 1 – ¾” 126 East Wayne Street (City of Easton, replaced leaking lead service)
 - 1 – ¾” 361 Park Avenue (Lower Nazareth Township, replaced leaking plastic service)
- Service Repairs – 2
 - ¾” – 427 Dogwood Lane (Lower Nazareth)
 - ¾” – 2144 Gruver Avenue (Palmer Township, damaged by UGI)
- Service Removal – 1
 - ¾” – 3985 Hecktown Road (Lower Nazareth, Home Demolished)
- Main Breaks - 1
 - 6” at 20 South 9th Street (City of Easton, radial break)
- New Hydrants - 2
 - Madison at Palmer View
 - Corriere Road
 - Van Buren Road & Corriere Road

- Repaired Hydrant – 3
 - Country Top Trail & Ebner Court (Bethlehem, Township)
 - Wagner Drive & Maplewood Avenue (Bethlehem, Township)
 - 4435 Jodi Court (Bethlehem Township)
- Relocated Hydrant – 1
 - Forest Street & 25th Street (Borough of Wilson, relocated for Patient First Project)
- Curb Box Maintenance – 18
 - 4 – COE
 - 14 – ESWA
- Service Information
 - New Meters Installation - 31
 - 5 – 5/8” COE
 - 19 – 5/8” ESWA
 - 4 – 1” ESWA
 - 1 – 2” COE
 - 1 – 2” ESWA
 - 1 – 3” ESWA
 - Meter Changes - 101
 - 20 – 5/8” COE
 - 68 – 5/8” ESWA
 - 1 – 3/4” ESWA
 - 1 – 1” ESWA
 - 2 – 2” COE
 - 4 – 2” ESWA
 - 2 – 3” COE
 - 1 – 4” ESWA
 - 1 – 6” COE
 - 1 – 6” ESWA
 - MTU’s - 190
 - 25 - COE
 - 165 – ESWA
 - Turn Off for Repairs -20
 - 7 - COE
 - 13 – ESWA
 - Turn Off for Final – 10
 - 8 – COE
 - 2 – ESWA
 - Turn Off for Non-Payment of Sewer -21
 - 8 - COE
 - 13 - ESWA
 - Turn Off for Non-Payment of Water -68
 - 19 – COE
 - 49 – ESWA
 - Turn On -99
 - 32 – COE
 - 67 – ESWA

- Flushing
 - Flushing started in the Knox Avenue System (Bethlehem, Forks, and Palmer) on May 27, 2014 and completed on August 8, 2014.
 - Flushing started in the North High System (Forks Township) on August 11, 2014 and will be completed in the middle of September.
- Water Used:
 - July: 5,726,210 gallons
 - Year to Date: 16,706,827 gallons
- Authority Projects
 - Knox Avenue 16" Water Main
 - ESWA completed service lateral and system connections the week of July 14th.
 - The 12" cast iron main crossing Route 22 has been abandoned.
 - Restoration has been completed.
 - Route 611 & Bushkill Creek Bridge Replacement
 - ESWA received executed cost sharing agreement from PennDOT.
 - Project presently being bid by PennDOT.
 - ESWA to perform some water system work outside of PennDOT project limits in the Fall prior to bridge work.
 - Freemansburg Avenue & Route 33 Bridge Project
 - Bethlehem Township/ESWA cost sharing agreement received.
 - Bids opened on August 7, 2014.
 - Potential award of bid August 11, 2014.
 - Construction to begin in September.
 - Twin Reservoirs
 - The final report from the Twin Reservoirs inspection was received on July 25, 2014.
 - Geotechnical Investigation kickoff meeting scheduled for August 27, 2014.
 - Lower Nazareth Township
 - Township to reconstruct approximately 1 mile of streets in 2015.
 - ESWA to replace plastic water mains and service laterals.
 - Engineering proposal from Keystone Consulting Engineers.
- Water Treatment Plant
 - GAC Replacement
 - High Service Capacity Study
 - SCADA System Upgrade
 - Personnel Update
- Administration
 - 2013 Audit
 - Property and Liability Insurance Renewal
 - Twin Reservoirs Geotechnical Study

- Tank Maintenance Program
- Lafayette College Meeting
- City of Bethlehem PUC Application
- Miscellaneous
 - Development Projects
 - Madison Farms
 - Phase 1 water system installation scheduled to begin in late August.
 - Madison at Palmer View
 - Water system installation 75% completed.
 - Lofts at Cedar Park
 - Apartment Complex, Williams Township.
 - Water system installation began on 7/29/14.
 - Freemansburg Avenue Improvements
 - Water main relocation between Route 33 & Emrick Boulevard is completed.
 - Water main installation began between Emrick Blvd & Wagner Dr.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Vershosky, requisitions were approved for payment August 11, 2014 (items 3693-3696, totaling \$178,323.71). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Cain (Chairman) Colton, Kennon, Veresink, Veshosky, Hopkins, Walker (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 the high service pump situation for which there will be a meeting on August 13th. They discussed the Insurance renewal and there are two contracts they will be looking at and asking for Board approval.

Budget and Finance –

Mr. Barefoot, Chairperson, made a change to the agenda to allow Keith Fleming from Palmer & Co. to present the 2013 Financial Audit. Mr. Fleming provided a summary of the 2013 Financial Audit to the Board.

On a motion from Mr. Barefoot, seconded by Mr. Walker, the 2013 Financial Audit was accepted.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Kennon, Veshosky, Hopkins, Walker, Cain (Chairman) (8)

Nays: None

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit July 31, 2014; Cash Flow Forecast 2014; and Income Statement – Budget Comparison for June 2014.

Pension Committee –

Mr. Barefoot, Chairperson, stated he will be scheduling a meeting with Curt Kreisher in September to review the pension plan.

Retiree Benefits Ad-hoc Committee –

Mr. Barefoot, Chairperson, stated he is waiting to hear from Curt Kreisher for the amendment to the plan document.

Personnel Committee –

No Report.

Risk Management Committee –

No Report.

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report

UNFINISHED BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the Board passed a Resolution by unanimous vote authorizing the acceptance of the bid of RIII Construction, Inc. in the amount of \$231,175.00 and authorizing the awarding of a contract to RIII Construction, Inc. subject to certain terms and conditions as set forth in the Project Manual and Bid Documents, the same relating to the relocation project S.R. 0033 and Freemansburg Avenue dated July, 2014. Officers of the Authority were authorized to execute any necessary documents to carry out the same, including a Notice of Award accordingly.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Kennon, Veshosky, Hopkins, Walker, Cain (Chairman) (8)

Nays: None

On a motion from Mr. Walker, seconded by Mr. Veshosky, the Board passed a Resolution by unanimous vote accepting the proposal of Keystone Consulting Engineers, dated July 11, 2014, to provide professional services to the Authority with respect to the replacement of approximately 5,200 lineal feet of water line located on Dogwood, Birch, and Elm Streets in Lower Nazareth Township. Officers of the Authority were authorized to execute any necessary documents to carry out the same.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Kennon, Veshosky, Hopkins, Walker, Cain
(Chairman) (8)

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:06 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Hopkins, Kennon, Walker, Cain
(Chairman) (8)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary