

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

**Easton, PA
Monday
December 9, 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: Timothy A. Cain (Chairman)
R. Kirkwood Colton
Donald W. Lockard
Theodore J. Veresink
David Veshosky
Robert Walker

Absent: Wayne Barefoot
Robert J. Bergren
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. Veshosky, the minutes of November 12, 2013 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Colton, Lockard, Veresink, Veshosky, Walker, Cain (Chairman) (6)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the November 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
 - 3 - 3/4" 3176 Timber Ridge Drive, 1352, 1356 Wayne Street (Palmer Township, Woodridge Falls)
- Service Replacements
 - 2 - 3/4" 2118/2120 Forest Street (Borough of Wilson, replaced lead services)
 - 1 - 3/4" 2014 Butler Street (Borough of Wilson, replaced leaking lead service)
 - 1 - 3/4" 683 Pearl Street (City of Easton, replaced leaking lead service)
- Service Repair
 - 1 - 1-1/2" 1440 Washington Street (City of Easton, repaired leaking copper service)
- Main Breaks
 - 12" - 2905 Kesslersville Road (Forks Township, radial break)
 - 8" - 619 Arndt Road (Forks Township, radial break)
 - 8" - Sheridan Drive & Nicole Place (Palmer Township)
 - 6" - 439 Berkeley Street (Palmer Township, radial break)
 - 6" - Old Orchard Drive & Baldwin Drive (Palmer Township, radial break)
 - 6" - 4436 Henry Street (Bethlehem Township, radial break)
- Replaced Hydrants
 - Blair Street & Freemansburg Avenue (Palmer Township, replaced old Corey hydrant)
 - 11th Street & Northampton Street (City of Easton, replaced hydrant)
 - 8th Street & Pine Street (City of Easton, replaced old Corey hydrant)
 - McCartney Street & College Avenue (City of Easton, replaced old Corey hydrant)
- Valves
 - Repaired 2-8" & 1-6" valves at Sheridan Drive & Embur Terrace (Palmer Township)
 - Repaired 6" valve at old Philadelphia Road & Lincoln Street (City of Easton)
 - Repaired 6" valve at 8th Street & Pine Street (City of Easton)

- Repaired 6" valve at Dietrich Road & Bushkill Drive (City of Easton)
- Repaired 6" valve at McCartney Street & College Avenue (City of Easton)

- Curb Box Maintenance
 - 1 - COE
 - 4 - ESWA

- Service Information
 - New Meters Installation
 - 2 - 5/8" COE
 - 5 - 5/8" ESWA
 - 2 - 3/4" COE
 - 5 - 3/4" ESWA
 - 3 - 1" ESWA
 - Meter Changes
 - 9 - 5/8" COE
 - 16 - 5/8" ESWA
 - 9 - 3/4" ESWA
 - 3 - 2" ESWA
 - 1 - 3" COE
 - MTU's
 - 36 - COE
 - 82 - ESWA
 - Turn Off for Repairs
 - 3 – COE
 - 3 - ESWA
 - Turn Off for Final
 - 5 – COE
 - 5 - ESWA
 - Turn Off and Remove (Seasonal)
 - 8 - COE
 - 6 - ESWA
 - Turn Off for Insufficient Funds
 - 2 - ESWA
 - Turn Off for Non-Payment of Water
 - 11 - COE
 - 10 - ESWA
 - Turn On
 - 12 – COE
 - 22 - ESWA

- Flushing
 - No flushing was performed in November.
 - Flushing Totals
 - Year To Date Total: 28,855,297 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.
- Work was completed on Tuesday, November 26, 2013.
- The interior coating will be tested the week of December 9th to determine if it has adequately cured.
- Once the interior coating has adequately cured, it will be disinfected and ESWA will begin filling the tank.
- The tank should be placed back in service the week of December 16th.
- 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.
 - ESWA is planning for construction to be performed in the Spring of 2014.
- 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 a draft memorandum on October 18, 2013 for ESWA review.
 - ESWA & Gannett Fleming conducted a conference call on November 15th to discuss the memorandum and provide comments.
 - Gannett Fleming is addressing comments and will issue a revised memorandum incorporating ESWA comments.
- 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 will meet the week of December 9th to discuss the memorandum and address any comments and questions.
 - CH2M Hill has begun work on Task 2, which will review reservoir alternatives.
- Water Treatment Plant
 - High Service Pump Replacement
 - SCADA Update
 - Clearwell Issues
 - DRBC Certification
 - Chemical Bids
- Administration
 - Employee Medical Insurance and Benefits

- Operating Budget Revisions
 - Municipal Rate Increase Letter
 - Twin Reservoir Study
 - Lafayette College Study
 - Ad Hoc Committee Meeting – November 19th
 - Accelerated Meter Reading Study
 - Prologis Warehouses – Service Issue
- 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 has begun.
 - Freemansburg Avenue Improvements
 - Work will likely begin in Spring 2014.
 - Madison at Palmer View
 - Apartment Complex behind Walmart on Corriere Road.
 - Site work has begun.
 - Maple Shade Estates
 - 78 Single Family Lots in Bethlehem and Palmer Townships.
 - Phase I completed.
 - Site work ongoing in Phase II.

APPROVAL OF REQUISITIONS

On a motion from Mr. Lockard, seconded by Mr. Walker, requisitions were approved for payment December 9, 2013 (items 3661-3666, totaling \$256,321.46). No public comment was received.

Motion adopted by the following vote:

Yeas: Colton, Lockard, Veresink, Veshosky, Walker, Cain (Chairman) (6)

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 Plant Pump Replacement Project, the Fairbanks Morse Settlement, the Accelerated Meter Reading Program, and Board Member Terms because two expire in January.

Budget and Finance –

Mr. Cain stated that Mr. Bergren, Chairperson, gave him a report stating that the Five Year Plan needs to be dealt with. Roy White stated that the report is complete and will be distributed to the committee.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit November 30, 2013; Cash Flow Forecast 2013; and Income Statement – Budget Comparison for October 2013.

Pension Committee –

No Report.

Personnel Committee –

Mr. Lockard, Chairperson, stated that the committee is recommending that the Board approve the wages as discussed at the last meeting.

Risk Management Committee –

No Report.

Buildings and Properties Committee –

No Report.

Retiree Benefits Ad-hoc Committee –

No Report.

REPORT OF SOLICITOR

No Report.

UNFINISHED BUSINESS

On a motion from Mr. Lockard, seconded by Mr. Colton, the Board accepted the 2014 wage and salary increases as recommended by the Personnel Committee, taking effect January 1, 2014. No public comment received.

Motion adopted by the following vote:

Yeas: Colton, Lockard, Veresink, Veshosky, Walker, Cain (Chairman) (6)

Nays: None

On a motion from Mr. Lockard, seconded by Mr. Veshosky, the 2014 Operating Budget was approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Colton, Lockard, Veresink, Veshosky, Walker, Cain (Chairman) (6)

Nays: None

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On a motion from Mr. Walker, seconded by Mr. Veshosky, the 2014 Capital Budget was approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Colton, Lockard, Veresink, Veshosky, Walker, Cain (Chairman) (6)

Nays: None

NEW BUSINESS

No Report.

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Colton, the meeting was adjourned at 4:07pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Colton, Lockard, Veresink, Veshosky, Walker, Cain (Chairman) (6)

Nays: None

Respectfully Submitted

Erin L. Rapp
Recording Secretary