

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

**Easton, PA
Monday
December 8, 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 A. Cain (Chairman)
R. Kirkwood Colton
Dave Hopkins
Mary Kennon
Donald W. Lockard
Theodore J. Veresink
David Veshosky
Robert Walker

Absent: None

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, Richard Groff.

COURTESY OF THE FLOOR

Richard Groff stated he was in attendance to speak regarding our policy on properties sold at sheriff sales. He feels he is paying the utility bills twice. He stated that he will be taking us to court for a judge to make a determination. Mr. Cain stated the Board will discuss the issue more and we will get back to him.

ACTION ON MINUTES

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the minutes of November 10, 2014 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Cain (Chairman), Colton, Hopkins, Kennon, Lockard, Veresink, Veshosky, Walker, (9)

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.

- Main Installations – 5,251' Total
 - Madison Farms (Bethlehem Township)
 - 1,904' of 12" in an easement
 - 1,070' of 12" on Riley Road
 - 731" of 12" on Madison Boulevard
 - 723' of 12" on Dealtrey Drive
 - 485' of 12" on Milan Street
 - 51' of 8" in an easement
 - 287' of 6" for hydrant laterals
- Service Installations – 2
 - 1 – 2" 300 Town Center Boulevard (Forks Township, McDonalds)
 - 1 - 4" 300 Town Center Boulevard (Forks Township, McDonalds)
- Service Replacements - 5
 - 2 – ¾" 710/712 Northampton Street (City of Easton, replaced leaking lead service)
 - 2 – ¾" 303/305 Burke Street (City of Easton, replaced leaking lead service)
 - 1 – ¾" 625 Burke Street (City of Easton, replaced lead service)
- Service Repairs - 3
 - 1 – ¾" 4383 Bayard Street (Bethlehem Township, main break at service.)
 - 1 – ¾" 119 South 10th Street (City of Easton, leaking copper service)
 - 1 – ¾" 1055 Cosenza Court (Forks Township, damaged by contractor)
- Valves - 4
 - 20" - 15th Street & Northampton Street (City of Easton, repaired broken valve)

- 6" - Washington Street & 5th Street (City of Easton, removed broken valve)
- 6" – Charlotte Avenue & Greenwood Avenue (Palmer Township, removed broken valve)
- 4" – 1150 Centre Street (Williams Township, repaired broken valve)
- Main Breaks -12
 - 16" – Mattes Lane (City of Easton, Radial)
 - 12" – Centre Street & Hilton Street (Williams Township)
 - 8" – 602 Stones Crossing Road (Palmer Township, Universal Joint)
 - 6" – 4383 Bayard Street (Bethlehem Township, Radial)
 - 6" – 16 Northgate Boulevard (Palmer Township, Radial)
 - 6" – 3224 Bridalpath Road (Palmer Township, radial)
 - 6" – 645 Arndt Road, (Forks Township, Radial)
 - 6" – 4148 Nicholas Street (Palmer Township, Radial)
 - 6" – 830 Cibby Street (Palmer Township, Radial)
 - 6" – Burke Street & Meixsell Street (City of Easton, Longitudinal)
 - 6" – Washington Street & 4th Street (City of Easton, Radial)
 - 6" – Belmont Street (City of Easton, 2 radial, 1 longitudinal)
- New Hydrants - 17
 - Madison Farms (Bethlehem Township)
 - 10 Private Fire Hydrant
 - 7 Public Fire Hydrants
- Curb Box Maintenance – 7
 - 2 – COE
 - 5 – ESWA
- Service Information
 - New Meters Installation - 8
 - 1 – 5/8" COE
 - 5 – 5/8" ESWA
 - 2 – 1" ESWA
 - Meter Changes - 65
 - 13 – 5/8" COE
 - 43 – 5/8" ESWA
 - 1 – 3/4" COE
 - 2 – 2" COE
 - 3 – 2" ESWA
 - 1 – 4" COE
 - 1 – 4" ESWA
 - MTU's - 152
 - 24 - COE
 - 128 – ESWA
 - Turn Off for Final – 13
 - 7 – COE
 - 6 – ESWA
 - Turn off for Season – 23
 - 5 – COE
 - 18 - ESWA

- Turn Off for Non-Payment of Sewer -0
 - 0 - COE
 - 0 - ESWA
- Turn Off for Non-Payment of Water -43
 - 15 – COE
 - 28 – ESWA
- Turn On -68
 - 21 – COE
 - 47 – ESWA

Authority Projects

- Route 611 & Bushkill Creek Bridge Replacement
 - Bridge contractor to begin construction in late February.
 - Bid price on water system work within PennDOT project is \$64,800.00
- Freemansburg Avenue & Route 33 Bridge Project
 - Work stopped due to safety concerns with traffic control/equipment access of our project and ongoing ramp widening project.
 - Project will be delayed until March, once ramp work is completed and ESWA contractor will work within the Bridge Contractor's Traffic Control Plan.
- Twin Reservoirs
 - Test Borings completed in September.
 - Water levels being monitored periodically.
 - Soil borings are presently being analyzed.
- Lower Nazareth Township Improvements
 - Advertisement for bids published on November 7, 2014.
 - Bids were opened on November 25, 2014.
 - Request Board to approve low bidder at today's meeting.
 - Work to begin in January.
- Columbia, Craigie & South 27th Street Water System Improvements
 - ESWA replaced 1,500 feet of 6" unlined cast iron main with 8" ductile iron pipe.
 - Water system work began on October 20th and was completed the week of November 3, 2014.
 - Permanent pavement restoration will be performed in the Spring of 2015.
- Sheridan Drive Water System Improvements
 - ESWA replaced 1,300 feet of 8" cast iron pipe with 12" ductile iron pipe.
 - Water system work began on October 24th and was completed on December 4th.
 - Permanent pavement restoration will be performed in the Spring of 2015.

- Tank Maintenance
 - Received 5 year Maintenance Plan based on 2014 Inspections and Workshops from Gannett Fleming.
 - Authorized Gannett Fleming to proceed with Engineering related to the refurbishment and painting of the Wilden Acres Tank. (Tank Maintenance Agreement)
 - Authorized gannett Fleming to proceed with modeling to review alternatives to reduce water age/create turnover in the Plainfield Tank. (Tank Maintenance Agreement)
- Belmont Street Water System Improvements
 - 3 Main breaks occurred on November 22nd within approximately 150 feet.
 - ESWA Staff determined emergency replacement was appropriate due to potential for additional main breaks to occur.
 - ESWA replacing 800' of 6" lead joint and universal joint pipe cast iron pipe with 8 " ductile iron pipe.
 - Water main replacement began on Monday December 1st and was completed on Friday December 5th.
 - Water service replacements/changeovers to be completed the week of December 8th.
 - Temporary Restoration will be completed the week of December 8th.
 - Permanent pavement restoration will be performed in the Spring of 2015.
- Water Treatment Plant
 - Plant Capacity Study
 - 2015 Chemical Bids
 - 2015-2019 Sludge Removal Contract Extension
 - Long Term 2 – Enhanced Surface Water Treatment Rule
- Administration
 - Approval of 2015 Budgets
 - Results of Capital Improvements Bid Openings
 - Meter Infrastructure – \$2,489,620
 - Water Mains - \$536,920
 - Proposed Bank Loan Plan
 - Pension Amendment
 - Employees Insurances
 - Regulatory Compliance Plan
 - Distribution Water Quality Study
- Miscellaneous
 - Development Projects
 - Madison Farms
 - Phase 1 water system has been completed.
 - Commercial portion looking to open in July 2015.

- Saratoga Farms
 - Single Family Development in Lower Nazareth Township
 - Site work on Phase 1 began in October.
- Sterling Crossing
 - Single Family Development in Lower Nazareth Township.
 - Water System work to begin in December.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mrs. Kennon, requisitions were approved for payment December 8, 2014 (items 3709-3712, totaling \$252,637.68). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Cain (Chairman), Colton, Hopkins, Kennon, Lockard, Veresink, Veshosky, Walker, (9)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss the meter project and Lower Nazareth Main Project as well as a plan on what is happening with the approval with the 2015 operating and capital budgets. They also discussed the Annual evaluation for Roy.

Budget and Finance –

No Report

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

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

No Report

Risk Management Committee –

No Report.

Buildings and Properties Committee –

4525

No Report.

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mr. Walker, seconded by Mr. Barefoot, the Board passed a Resolution authorizing the acceptance of the bid of JOAO & Bradley Construction Co, Inc. in the amount of \$536,919.50 and authorizing the awarding of said contract to the same subject to certain terms and conditions for the Water Main Replacement Project, Dogwood lane, Birch Drive and Elm drive, Lower Nazareth Township dated November, 2014.

Motion adopted by the following vote:

Yeas: Barefoot, Cain (Chairman) Colton, Hopkins, Kennon, Lockard, Veresink, Veshosky, Walker (9)

Nays: None

UNFINISHED BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Veshosky, the Board passed the Operations Budget for 2015.

Motion adopted by the following vote:

Yeas: Barefoot, Cain (Chairman) Colton, Hopkins, Kennon, Lockard, Veresink, Veshosky, Walker (9)

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Lockard, the Board passed the Capital Budget for 2015.

Motion adopted by the following vote:

Yeas: Barefoot, Cain (Chairman) Colton, Hopkins, Kennon, Lockard, Veresink, Veshosky, Walker (9)

Nays: None

ADJOURNMENT

On a motion from Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:43 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary

Pending Board Approval