

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

**Easton, PA  
Monday  
December 13, 2016  
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  
Theodore Veresink  
Donald Lockard  
Dave Hopkins  
Wayne Barefoot  
Robert Walker

Absent: Mary Kennon  
David Veshosky

Also in attendance were Roy White, Executive Director, Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Thomas Walters, Solicitor; Rachel Govelovich, Gannett Fleming Inc; Holly Frantz, Recording Secretary, Richard Groff, Water Authority customer.

**COURTESY OF THE FLOOR**

Mr. Richard Groff requested we review our policy regarding sheriff sale procedures siting two court cases he found. Mr. Cain stated Mr. Walters will review the cases and the Board will respond.

**ACTION ON MINUTES**

On a motion from Mr. Veresink, seconded by Mr. Colton, the minutes of the November 14, 2016 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Veresink, Lockard, Hopkins, Walker (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.

- Lead Service Replacements - 4
  - 1 – ¾” 618 Georgetown Road (Lower Nazareth Township)
  - 1 – ¾” 2314 Farmersville Road (Bethlehem Township)
  - 1 – 1-1/2” 543 Georgetown Road (Lower Nazareth Township)
  - 1 - 4” Fire 323 Northampton Street (Easton)
- Service repair - 3
  - 1 – 1” 4564 Steuben Road (Lower Nazareth Township)
  - 1 – ¾” 484 Township Line Road (Lower Nazareth Township)
  - 1 – ¾” 20 Corncrib Court (Forks Township)
- Main Breaks – 2
  - 6” – Charlotte Avenue & Loomis Street (Palmer Township, radial break)
  - 6” – 20 Corncrib Court (Forks Township, radial break)
- New Meters Installation – 23
  - 17 – 5/8” ESWA
  - 1 – 5/8 COE
  - 3 – 1” ESWA
  - 1 – 1-1/2 ESWA
  - 1 – 2” ESWA
- Meter Changes - 116
  - 9 – 5/8” COE
  - 106 – 5/8” ESWA
  - 1 – 1-1/2” ESWA
- MTU's
  - 110 - COE
  - 44 - ESWA
- Turn Off for Non-Payment of Water -58
  - 13 – COE
  - 45 – ESWA
- Turn Off for Non-Payment of Sewer - 19
  - 17 – COE
  - 2 – ESWA

## Authority Projects

- Wilden Acres Tank Painting
  - Final Inspection performed on September 27<sup>th</sup>. Small punch list received and provided to contractor.
  - Contractor on site to address punch list on November 18<sup>th</sup>. Punch list not yet completed.
  
- Bethlehem & Palmer Township Improvements (KCE)
  - Water system work completed in Bethlehem Township on October 25<sup>th</sup>.
  - Water system work completed in Palmer Township on November 3<sup>rd</sup>.
  - Contractor completed base course pavement in Bethlehem Township the week of November 14<sup>th</sup>.
  - Remaining permanent pavement restoration to be completed in Spring of 2017.
  - Staff requesting approval for Pay Estimate #3 in the amount of \$139,564.50.
  
- Canal Street & Wood Avenue (Gannett Fleming)
  - Looking to expand scope of project to include emergency feed to Twin Reservoir's area of South Side Easton.
  - Staff requesting approval of \$51,700 amendment to Gannett Fleming's Engineering Proposal to include additional 2,700 feet of water main replacement and the installation of a pressure regulating interconnection chamber.
  
- Pump Impeller Replacements
  - New rotating assemblies installed in November on pump 1 at North High Pump Station and pump 4 at Knox Avenue Pump Station.
  - Have been working pumps up to full output slowly.
  - Looking to install the new rotating assembly in pump 2 at North High Pump Station and pump 3 at Knox Avenue Pump Station in January.
  
- Lower Nazareth Township Project
  - New Pumping Station
    - North end of Louise Moore Park
  - Pumping Station Suction Main
    - 2,300' of 16" DIP Crossing Route 33
  - Pumping Station Discharge Main
    - 7,000' of 16" DIP (design completed on 6,300" already for Hecktown Road Project)
  - Route 191 Water Main Replacement
    - 7,500 feet of new 12" DIP
  
  - Gannett Fleming Engineering Proposal

- Pumping Station: \$219,000
  - Land Development Allowance \$10,000
  - Water Mains: \$104,000
  - PennVest Application: \$30,000
  - Not To Exceed Total: \$363,000
- Office Expansion
  - Palmer Township Land Development Approval Extension will expire on December 27<sup>th</sup>, 2016.
  - Plan originally approved in 2008.
    - Large amount of Storm Water Management
    - Proposed 14,600 sq. ft. building addition
    - Estimated \$500,000 in site improvements
  - KCE Review of Approved Plan
    - Recommend redesign based on today's need.
      - (minimize footprint for future use)
    - Storm water management area could be reduced by approximately 28%.
    - Estimated redesign cost: \$50,000
    - Estimated permitting and review costs: \$60,000

#### Water Quality & Treatment

- Water Treatment Plant
  - EPA Health Advisory
  - NPDES Permit
  - Chemical Storage Study

#### Administration

- Pension Committee
- 2017 Operating Budget
- 2017 Capital Budget
- City of Bethlehem Interconnection

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Walker, seconded by Mr. Barefoot, requisitions were approved for payment December 13, 2016 (items 3835-3837, totaling \$141,003.20). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

### **REPORT OF COMMITTEES**

**Executive Committee –**

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss water treatment items and also discussed the budgets and employee manual.

**Budget and Finance –**

No Report

At this time, Mr. Barefoot discussed the following reports: Funds on Deposit November, 2016; Cash Flow Forecast 2016; and Income Statement – Budget Comparison for October 2016.

**Pension Committee –**

Mr. White stated we received the Plan document and amendments from Principal. Mr. White stated he is waiting for corrected documents before the agreement can be signed.

**Retiree Benefits Ad-hoc Committee –**

No Report

**Personnel Committee –**

Mr. Lockard stated the wage and benefit adjustments will be made when we vote on budgets.

**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. Hopkins, the Board approved the Capital Budget for 2017.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Lockard, the Board approved the Operations Budget for 2017.

Motion adopted by the following vote:

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

Nays: None

**NEW BUSINESS**

On a motion from Mr. Veresink, seconded by Mr. Lockard, the Board approved an amendment to Gannett Fleming's previously approved proposal to include an additional 2,800 feet of water distribution main and a new control valve vault for Berwick Street, Seitz Street, and Wilkes Barre Street in the City of Easton not to exceed \$51,700.00.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Walker, seconded by Mr. Barefoot, The Board approved a proposal from Gannett Fleming dated November 11, 2016, to provide engineering services relating to the Lower Nazareth Pumping Station, Suction and Discharge Mains, and Route 191 Water Main Replacement projects. This proposal in part supplements a previously provided and approved proposal by Gannett Fleming dated January 16, 2015.

Motion adopted by the following vote:

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

Nays: None

**ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:15 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary