

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

**Easton, PA
Monday
March 10, 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
Theodore J. Veresink
David Veshosky
Robert Walker
Robert J. Bergren
Donald W. Lockard

Absent: None

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.; 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. Veresink, seconded by Mr. Walker, the minutes of February 10, 2014 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Walker, Bergren, Lockard, Cain (Chairman) (8)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the February 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 Replacements
 - 1 – ¾” at 525 Northampton Street (City of Easton, replaced leaking lead service)
 - 1 – ¾” at 1218 Washington Street (City of Easton, replaced leaking lead service)

- Main Breaks
 - 6” at 444 Berkley Street (Palmer, radial)
 - 6” at 1216 Washington Street (Easton, radial)
 - 6” at Lafayette Street & Park Street (Easton, radial)
 - 6” at 136 Charles Street (Easton, radial)
 - 4” at 1114 Pine Street (Easton, radial)
 - 4” at 600 Mauch Chunk Street (Easton, radial)
 - 4” at 917 Spruce Street (Easton, radial)
 - 4” at 145 James Street (Easton, radial)

- Valves
 - 3” valve at Church Street and Larry Holmes Drive (City of Easton, broken closed and leaking)

- Curb Box Maintenance
 - 0 – COE
 - 1 – ESWA

- Service Information
 - New Meters Installation
 - 4 – 5/8” COE
 - 8 – 5/8” ESWA
 - 4 – 1” ESWA
 - Meter Changes -62
 - 23 – 5/8” COE
 - 27 – 5/8” ESWA
 - 1 – ¾” ESWA
 - 1 – 1” COE
 - 3 – 1-1/2” COE
 - 1 – 1-1/2” ESWA

- 3 – 2” ESWA
 - 3 – 4” COE
 - MTU’s -63
 - 18 - COE
 - 45 – ESWA
 - Turn Off for Repairs -18
 - 8 – COE
 - 10 – ESWA
 - Turn Off for Final – 12
 - 9 – COE
 - 3 – ESWA
 - Turn Off Vacant Property -1
 - 1 – COE
 - 0 - ESWA
 - Turn Off for Insufficient Funds -1
 - 1 - ESWA
 - Turn Off for Non-Payment of Sewer -0
 - 0 - ESWA
 - Turn Off for Non-Payment of Water -33
 - 15 – COE
 - 18 – ESWA
 - Turn On -51
 - 18 – COE
 - 33 – ESWA
- Flushing
 - No flushing was performed in February.
 - Weather permitting, flushing will begin March 31, 2014.
- Authority Projects
 - Knox Avenue 16" Water Main
 - Route 22 16" Main Crossing
 - The PennDOT permit has been issued.
 - ESWA staff is working to attain the easements from Palmer Township and the Maple Shade Developer.
 - Van Cleef is completing the plans and specifications for the project.
 - Route 611 & Bushkill Creek Bridge Replacement
 - ESWA staff requested proposals for engineering services from 3 firms and is requesting approval of the selected proposal today.
 - Plans and specifications are to be completed by April 30th.
 - Freemansburg Avenue & Route 33 Bridge Project
 - Preliminary design provided to PennDOT on February 27th.
 - Gannett Fleming pursued a 50/50 cost sharing arrangement, need resolutions passed today to apply.
 - Lafayette College Study

- Gannett Fleming provided the final draft of the memorandum in January. ESWA staff is reviewing the final draft.
- Twin Reservoirs Study
 - CH2M Hill provided technical memorandum for Task 2, reservoir alternatives on March 3rd.
 - ESWA staff is reviewing the task 2 memorandum and will meet with CH2M Hill to discuss alternatives.
- Water Treatment Plant
 - High Service Pump #2
 - Impeller Assembly to be shipped on April 18th.
- Administration
 - GAC Replacement
 - Prologis Warehouses – Lower Nazareth Township
- 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 ongoing.
 - Freemansburg Avenue Improvements
 - Preliminary work has begun. Majority of road work will begin in spring 2014.
 - Madison at Palmer View
 - Apartment Complex behind Walmart on Corriere Road.
 - Site work ongoing. Water system work to begin late March.
 - Maple Shade Estates
 - 78 Single Family Lots in Bethlehem and Palmer Townships.
 - Phase I & II water system completed.
 - Phase III water system work to begin in March.
- Events
 - Mrs. Poswistilo / Mr. Bergren Appreciation Dinner
 - Friday April 11th
 - ESWA Iron Pigs Game
 - Saturday May 10th
 - Game Time 6:35 PM

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Veshosky, requisitions were approved for payment March 10, 2014 (items 3676-3678, totaling \$125,311.02). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Walker, Bergren, Lockard, Cain (Chairman) (8)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss contract issues that we will be dealing with later, discussed the board position situation, as well as routine business matters.

Budget and Finance –

Mr. Bergren stated that the Finance Committee has met once with staff on the 5 year plan which will be the next item for the board to consider. Roy agreed we need more time for the Twin Reservoir Replacement Project. They will be having another meeting to get an update and have that information for the board.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit February 28, 2014; Cash Flow Forecast 2014; and Income Statement – Budget Comparison for January 2014. Stephanie stated she will also be contacting Keith Fleming in regards to when he will be in to perform the 2013 audit.

Pension Committee –

Roy stated that Kirk Kreisher came in to do his annual meeting with employees and would like to meet with the Pension Committee in May. Kirk said to get the best results would be to meet again in May.

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

No Report.

Risk Management Committee –

No Report.

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mr. Lockard, seconded by Mr. Veshosky, the Board accepted and awarded the contract for the Granulated Carbon Filters Replacement Project to Worth & Company at the cost of \$524,900.00.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Walker, Lockard, Bergren, Cain (Chairman) (8)

Nays: None

On a motion from Mr. Veresink, seconded by Mr. Bergren, the Board authorized the Authority to submit a request to the Township of Bethlehem to provide a fixed 50 % per centrum reimbursement to Easton Suburban Water Authority for all costs and expenses incurred in relocating the Authority Water Main Facilities located in the public right of way and affected by Freemansburg Ave/SR33 necessitated by The Township of Bethlehem Highway Improvement, in Northampton County.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Walker, Lockard, Bergren, Cain (Chairman) (8)

Nays: None

On a motion from Mr. Walker, seconded by Mr. Barefoot, the board approved the expenditure of \$43,339.18 to hire Carol Engineering to provide engineering services for the Bushkill Creek Bridge Water Main Relocation Project.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Walker, Lockard, Bergren, Cain (Chairman) (8)

Nays: None

ADJOURNMENT

On a motion from Mr. Veshosky, seconded by Mr. Veresink, the meeting was adjourned at 3:52pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Walker, Lockard, Bergren Cain (Chairman) (8)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary