

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

**Easton, PA  
Monday  
March 9, 2015  
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  
Dave Hopkins  
Robert Walker  
Theodore Veresink  
David Veshosky  
David Lockard

Absent: Wayne Barefoot  
Mary Kennon

Also in attendance were Roy White, Executive Director, Craig Swinsburg, Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; 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. Hopkins, the minutes of February 16, 2015 were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

**REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the March 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 - 2
  - 1 – ¾" 354 West Lincoln Street (City of Easton, replaced leaking lead service)
  - 1 – ¾" 126 North 4<sup>th</sup> Street (City of Easton, replaced leaking lead service)
- Service Repairs - 1
  - 1 – ¾" 1122 Lehigh Street (Easton, repaired leaking copper service)
- Main Breaks -12
  - 8" – 20 Audubon Avenue (Palmer, Radial)
  - 6" – 4540 Nicholas Street (Bethlehem, Radial)
  - 6" – 631 Packer Street (Easton, Radial)
  - 6" – 639 Packer Street (Easton, Radial)
  - 6" – 354 West Lincoln Street (Easton, Radial)
  - 6" – North 14<sup>th</sup> Street & Spring Garden Street (Easton, Radial)
  - 6" – 3620 Timberlane Drive (Palmer, Radial)
  - 6" – 22 Wilden Drive (Palmer, Radial)
  - 6" – 88 Jefferson Street (West Easton, Radial)
  - 6" – Washington Boulevard & 18<sup>th</sup> Street (Wilson, Radial)
  - 4" – 147 James Street (Easton, Radial)
  - 3" – 693 Pearl Street (Easton, Radial)
- New Hydrants – 4
  - Sterling Crossing
    - Schindler Drive & Steuben Road
    - Stephanie Drive & Schindler Drive
    - Schindler Drive & Fairway Road
    - 270 Schindler Drive
- Main Installation – 1,870' Total
  - Sterling Crossing (Lower Nazareth)
    - 1,142' of 8" on Schindler Drive
    - 360' of 8" on Fairway Drive
    - 340' of 8" on Stephanie Drive
    - 28' of 6" for hydrant laterals
- Curb Box Maintenance – 7

- 5 – COE
- 2 – ESWA
- Service Information
  - New Meters Installation - 9
    - 1 – 5/8” COE
    - 8 – 5/8” ESWA
  - Meter Changes - 97
    - 38 – 5/8” COE
    - 55 – 5/8” ESWA
    - 2 – 1” ESWA
    - 1 – 2” ESWA
    - 1 – 10” ESWA Production
  - MTU’s - 181
    - 28 - COE
    - 153 – ESWA
  - Turn Off for Final – 14
    - 6 – COE
    - 8 – ESWA
  - Turn Off for Non-Payment of Water -43
    - 18 – COE
    - 25 – ESWA
  - Turn On -62
    - 30 – COE
    - 32 – ESWA
- Flushing
  - Flushing is tentatively scheduled to begin on April 6, 2015.

#### 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.
  - Utility Coordination Meeting held on January 12<sup>th</sup>.
  - Construction anticipated to begin in Spring.
- 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.
  - Water Main coordination meeting held on January 23<sup>rd</sup>.
  - Bridge Preconstruction Meeting held on January 14<sup>th</sup>.
  - Work anticipated to resume the week of March 30<sup>th</sup>.
- Twin Reservoirs

- Robotic inspection will be conducted in April pending weather conditions.
- Tank Maintenance Program 2015
  - Wilden Acres Tank
    - Painting and minor renovations to be done in the Fall of 2015.
    - Staff requesting authorization to advertise for bids when plans and specifications are ready and the bid documents have been reviewed by the Solicitor.
    - Tentative Advertisement will be in late March, with bid opening being in early May.
  - North High Tank Cleaning will be performed in early April.
  - Butztown Reservoir Cleaning will be performed in early April.
- Meter Reading (AMI) Project
  - Notices sent to all Municipalities and customers in first area where work will be performed on February 24<sup>th</sup>.
  - Installers will continue to send notices to customers approximately two weeks prior to working in their area.
  - Kickoff meeting held on March 2<sup>nd</sup>, after which contractor began.
  - Approximately 15,200 radio read devices to be installed.
  - Project separated into 3 sections based on billing. Each section to take approximately one month.
  - Installer work orders show before and after pictures on installations.
- Lower Nazareth Township Improvements
  - Contractor began work the week of January 5, 2015.
  - Water system work will be completed by the week of February 10<sup>th</sup>.
  - Permanent pavement restoration and landscaping restoration to be completed in the Spring.
- Tank Maintenance Program 2015
  - Wilden Acres Tank to be refurbished and repainted in 2015. Gannett Fleming is proceeding with Engineering and anticipated bid in late Spring/early Summer with painting being performed in the Fall.
  - North High Tank to be drained and cleaned in the Spring.
  - Butztown Reservoir to be drained, cleaned and minor repairs made in the Spring.
- Water Treatment Plant

- Enhanced Surface Water Treatment Rule – Sampling Plan
- Phase 2 – Granular Activated Carbon Replacement
- Plant Power
- HS Pump Conversion
- Chemical Storage – Caustic Soda Addition
- Plant O & M Manual Review
  
- Administration
  - Regulatory Reporting
  - PADEP – Full System Inspection in May
  - \$3,100,000 Loan - Intercreditor Agreements
  - Six Years Operating & capital Budgets
  - Extended Period Simulation Model Water Age Analysis
  
- Miscellaneous
  - Development Projects
    - Sterling Crossing
      - Single Family Development in Lower Nazareth Township.
      - Phase 1 water main completed, service laterals will be installed in March.
    - Saratoga Farms
      - Single Family Development in Lower Nazareth Township.
      - Phase 1 water system installation should be completed by the end of March.
    - First Park 33
      - Warehouse Project in Lower Nazareth Township.
      - Water system construction to begin in the Spring.
  
- 2015 Upcoming Events
  - ESWA Iron Pigs Game
    - Saturday May 23, 2015
    - Game Time 6:35 PM vs Charlotte Knights
    - Invites to come in March 2015

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Lockard, seconded by Mr. Hopkins, requisitions were approved for payment March 9, 2015 (items 3722-3729, totaling \$1,365,249.68). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Lockard, Veresink, Veshosky, 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 a number of items. Roy reviewed the water sampling plan that will begin in August due to DEP requirements. They also talked about the two tanks and the Merchants Bank loan.

### **Budget and Finance –**

No Report

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit February, 2015; Cash Flow Forecast 2015; and Income Statement – Budget Comparison for January 2015.

### **Pension Committee –**

No Report

### **Retiree Benefits Ad-hoc Committee –**

No Report

### **Personnel Committee –**

No Report

### **Risk Management Committee –**

No Report.

### **Buildings and Properties Committee –**

No Report.

### **Ad-Hoc Committee- By Laws-**

Mr. Colton stated that after careful review that there are no changes needed to the bi-laws.

## **REPORT OF SOLICITOR**

No Report

## **NEW BUSINESS**

On a motion from Mr. Colton, seconded by Mr. Hopkins, the Board authorizes the staff to advertise for bids for the painting of the Wilden Acres Tank.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veresink, seconded by Mr. Veshosky, The Board authorized initial engineering study on the proposed Daniels Road Water Main Extension Project in Lower Nazareth Township not to exceed \$25,000.00 in cost.

Motion adopted by the following vote:

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

Nays: None

**ADJOURNMENT**

On a motion from Colton, seconded by Mr. Veshosky, the meeting was adjourned at 4:00 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary