

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

**Easton, PA  
Monday  
November 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: Timothy Cain, (Chairman)  
Dave Hopkins  
Theodore J. Veresink  
Robert Walker  
Wayne Barefoot  
R. Kirkwood Colton  
Mary Kennon

Absent: Donald W. Lockwood (Vice Chairman)  
David Veshosky

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; Attorney Timothy Siegfried (Prologis); 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. Colton, the minutes of October 13, 2014 were approved. No public comment was received.

Motion adopted by the following vote:

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

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.

- Main Installations
  - Lafayette Bank (4025 Jandy Boulevard)
    - 365' of 8" in an easement
    - 71' of 6" in an easement
- Service Installations – 15
  - 1 - 3/4" Lofts at Cedar Park (Williams Township)
  - 1 - 1" Lofts at Cedar Park (Williams Township)
  - 1 – 1" 4025 Jandy Boulevard (Lower Nazareth Township, Lafayette Bank)
  - 6 – 2" Lofts at Cedar Park (Williams Township)
  - 6 – 2" Fire Lofts at Cedar Park (Williams Township)
- Service Replacements - 2
  - 1 – 3/4" 118 South 18<sup>th</sup> Street (Borough of Wilson, replaced leaking lead service)
  - 1 – 3/4" 516 Nazareth Pike (Lower Nazareth, replaced leaking plastic service)
- Service Repairs - 1
  - 1 – 3/4" at 404 Northampton Street (City of Easton, curb stop located in Northampton Street, installed new stop in sidewalk)
- Valves - 1
  - 6" 56 Wilden Drive (Palmer Township, replaced operating nut)
- Blow offs -3
  - 2" – Green Court (Forks Township. Replaced broken blow off assembly)
  - 2" – Piedmont Court (Forks Township, repaired broken blow off assembly)
  - 2" – Spring Garden Street & 19<sup>th</sup> Street, (Borough of Wilson, plug pushed out)
- New Hydrants - 1
  - Lafayette bank (4025 Jandy Boulevard)
    - 1 Private Fire Hydrant
- Replaced Hydrants – 5
  - 324 Taylor Avenue (City of Easton)
  - Pierce Street & Porter Street (City of Easton)
  - 4<sup>th</sup> Street & 23<sup>rd</sup> Street (Borough of Wilson)
  - 56 Wilden Drive (Palmer Township)

- Richmond Road & Forks Avenue (Forks Township)
- Repaired Hydrants -2
  - Cedarville Road & Congressional Drive (Williams Township, damaged by unknown vehicle)
  - Cornwallis Drive & ben Jon Road (Forks Township, damaged by unknown vehicle)
- Curb Box Maintenance – 8
  - 5 – COE
  - 3 – ESWA
- Service Information
  - New Meters Installation - 22
    - 16 – 5/8” ESWA
    - 1 – ¾” COE
    - 2 – 1” ESWA
    - 2 – 2” COE
    - 1 – 2” ESWA
  - Meter Changes - 115
    - 13 – 5/8” COE
    - 84 – 5/8” ESWA
    - 1 – ¾” COE
    - 3 – ¾” ESWA
    - 1 – 1” ESWA
    - 1 – 1” COE
    - 2 – 1-1/2” ESWA
    - 7 – 2” ESWA
    - 2 – 3” ESWA
    - 1 – 4” ESWA
  - MTU’s - 257
    - 27 - COE
    - 230 – ESWA
  - Turn Off for Final – 18
    - 10 – COE
    - 8 – ESWA
  - Turn off for Season – 26
    - 5 – COE
    - 21 - ESWA
  - Turn Off for Non-Payment of Sewer -12
    - 12 - COE
    - 0 - ESWA
  - Turn Off for Non-Payment of Water -38
    - 8 – COE
    - 30 – ESWA
  - Turn On -71
    - 33 – COE
    - 38 – ESWA
- Flushing

- Flushing was completed in the Lower Nazareth System on October 2, 2014.
- Flushing was started in the Suburban Morgan Hill System October 3, 2014 and was completed October 7, 2014.
- Flushing in the Morgan Hill High Service System was performed on October 20, 2014 & 21<sup>st</sup>, 2014.
- Water Used:
  - October: 2,107,746 gallons
  - Year to Date: 31,455,377 gallons

#### Authority Projects

- Route 611 & Bushkill Creek Bridge Replacement
  - PennDOT held preconstruction meeting on September 25, 2014.
  - 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
  - Contractor mobilized and began work the week of October 20, 2014.
  - 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
  - Township to reconstruct approximately 1 mile of streets in 2015.
  - ESWA to replace plastic water mains and service laterals.
  - Advertisement for bids published on November 7, 2014.
  - Bid Opening November 25, 2014.
- Columbia, Craigie & South 27<sup>th</sup> Street Water System Improvements
  - ESWA will replace 1,500 feet of 6" unlined cast iron main with 8" ductile iron pipe.
  - Water system work began on October 20<sup>th</sup> 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 will replace 1,300 feet of 8” cast iron pipe with 12” ductile iron pipe.
  - Water system work began on October 24<sup>th</sup> and should be completed the week of November 10<sup>th</sup>.
  - Permanent pavement restoration will be performed in the Spring of 2015.
- Water Treatment Plant
  - Plant Capacity Study
    - Pump Preferred Operating Range Complete.
    - Hydraulic process evaluation ongoing.
- Administration
  - 2015 Budgets
    - Operating & Capital Budgets provided
  - Capital Improvements Bid Openings
    - Meter Infrastructure – November 17<sup>th</sup>
    - Lower Nazareth Water Mains – November 25<sup>th</sup>
  - Bank Loan Proposals
    - Lafayette Ambassador, TD and Merchants
  - Personnel Committee – November 7<sup>th</sup>
    - Wage Recommendations reviewed and discussed.
    - Medical Insurance Renewal provided for discussion.
  - Water Service Issues – Lower Nazareth Township.
  - Power Curtailment Program
  - Employee Driver Insurance
  - Pension AdHoc Committee recommendations
  - Regulatory
    - PADEP – Tier 2 Notification
    - DRBC – Evaluation Meeting
- Miscellaneous
  - Development Projects
    - Madison Farms
      - Phase 1 water system installation began September 2, 2014 and should be completed in November.
    - 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.
      - Site work began in October.
    - Lofts at Cedar Park
      - Apartment Complex, Williams Township.
      - Water system installation completed in October.
    - Freemansburg Avenue Improvements
      - All water system work has been completed.
  - People First Federal Credit Union

- Easton Avenue, Bethlehem Township
- Water Main Extension completed in October.

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mrs. Kennon, requisitions were approved for payment November 10, 2014 (items 3705-3708, totaling \$187,109.54). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Barefoot, Veresink, Kennon, Hopkins, 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 the personnel committee recommendations on wage and benefits and also the contributions to the insurance by the employees. They also discussed the stipulations in regards to the water in Lower Nazareth Township.

#### **Budget and Finance –**

Mr. Barefoot, Chairperson, stated they the committee will have to meet to review the budgets before next meeting.

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

#### **Pension Committee –**

No Report

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

No Report

#### **Personnel Committee –**

Mr. Colton stated they reviewed Roy's detailed report from supervisors on wage recommendations and employees contribution for health premiums.

#### **Risk Management Committee –**

No Report.

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

No Report.

**REPORT OF SOLICITOR**

No Report

**EXECUTIVE SESSION**

The Board entered into executive session at 3:18pm to discuss a legal matter and wage recommendations. The Board resumed regular session at 3:51 pm.

**NEW BUSINESS**

On a motion from Mr. Barefoot , seconded by Mr. Walker, the Board passed a Resolution authorizing the withdrawal of the official protest filed by the Authority before the Pennsylvania Public Utility Commission regarding an application filed by the City of Bethlehem as indexed to A-2014-2428959, which application seeks approval to supply domestic water service to portions of Lower Nazareth Township, Northampton County, Pennsylvania.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Colton, seconded by Mr. Veresink, The Board approved the benefits and wage as recommended for 2015.

Motion adopted by the following vote:

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

Nays: None

**ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:38 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