

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

**Easton, PA
Monday
October 13, 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

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

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.

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. Barefoot, the minutes of September 8, 2014 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Hopkins, Veresink, Walker, Colton, Barefoot (6)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the October 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
 - Lofts at Cedar Park (Apartment Complex, Williams Township)
 - 975' of 12" in an easement
 - 327' of 8" in an easement
 - 49' of 6" in an easement
- Service Replacements - 2
 - 1 – ¾" 1200 Bushkill Drive (City of Easton, replaced lead services)
 - 1 – ¾" 1235 Bushkill Street (City of Easton, replaced lead service)
- Main Breaks - 1
 - 3" at 510 Georgetown Road (Lower Nazareth Township, split on plastic pipe)
- Valves - 1
 - 6" North Warren Street & Spring Garden Street (City of Easton, repaired broken valve)
- Blow offs -1
 - 2" – Veneto Court (Forks Township. Replaced broken blow off assembly)
- New Hydrants -
 - Lofts at Cedar Park
 - 5 Private Fire Hydrants
- Replaced Hydrants – 11
 - 330 Dogwood Terrace (Forks Township)
 - Pierce Street & Reeder Street (City of Easton)
 - Northampton Street & Union Street (City of Easton)
 - Spring Garden Street & 15th St (City of Easton)
 - Lafayette Street & Coleman Street (City of Easton)
 - Spring Garden Street & Warren Street (City of Easton)
 - 12th Street & Spring Garden Street (City of Easton)
 - Elm Street & Elder Street (City of Easton)
 - Parker Avenue & Kemmerer Street (City of Easton)
 - 9th Street & Center Street (Borough of West Easton)
 - South 24th Street & Victor Street (Borough of Wilson)
 - All replacement of older style Corey Hydrants
- Repaired Hydrants -3
 - 324 East Berwick Street (City of Easton, damaged by vehicle, billed to driver)

- Palmer Town Center (Palmer Township, damaged by unknown driver)
 - Mayfield Circle & Sturbridge Drive (Lower Nazareth Township)
- Curb Box Maintenance – 3
 - 1 – COE
 - 2 – ESWA
- Service Information
 - New Meters Installation - 22
 - 13 – 5/8” COE
 - 8 – 5/8” ESWA
 - 1 – 3/4” ESWA
 - Meter Changes - 118
 - 16 – 5/8” COE
 - 83 – 5/8” ESWA
 - 3 – 3/4” ESWA
 - 1 – 1” ESWA
 - 1 – 1-1/2” ESWA
 - 1 – 2” COE
 - 9 – 2” ESWA
 - 2 – 4” ESWA
 - 1 – 6” ESWA
 - MTU’s - 193
 - 44 - COE
 - 149 – ESWA
 - Turn Off for Final – 9
 - 3 – COE
 - 6 – ESWA
 - Turn Off for Non-Payment of Sewer -28
 - 10 - COE
 - 18 - ESWA
 - Turn Off for Non-Payment of Water -69
 - 27 – COE
 - 42 – ESWA
 - Turn On -107
 - 45 – COE
 - 62 – ESWA
- Flushing
 - Flushing completed in the North High System on September 11, 2014.
 - Flushing was started in the Lower Nazareth System on September 12, 2014 and completed on October 2, 2014.
 - Flushing was started in the Suburban Morgan Hill System on October 3, 2014.
- Water Used:
 - September: 6,961,933 gallons
 - Year to Date: 29,347,631 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.
 - Freemansburg Avenue & Route 33 Bridge Project
 - Contractor will begin mobilizing the week of October 13, 2014.
 - Twin Reservoirs
 - Test Borings completed in September.
 - 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.
 - Staff requesting authorization to advertise for bids at today's meeting.
 - Columbia, Craigie & South 27th Street Water System Improvements
 - ESWA will replace 1,500 feet of 6" unlined cast iron main with 8" ductile iron pipe.
 - Water system work should be completed by the end of November with permanent restoration in Spring 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 should be completed by the end of November with permanent restoration in Spring 2015.
- Water Treatment Plant
 - Plant Capacity Study
 - Security Upgrade
- Administration
 - Finance Committee – October 7
 - Twin Reservoirs Geotechnical Study
 - Tank Maintenance Program
 - City of Bethlehem Protest
 - Loan Proposals
 - Wage Recommendations
 - Advertise for Bids Proposal
- Miscellaneous
 - Development Projects
 - Madison Farms
 - Phase 1 water system installation began September 2, 2014 and should be completed in October.

- Lofts at Cedar Park
 - Apartment Complex, Williams Township.
 - Water system installation should be completed in October.
- Freemansburg Avenue Improvements
 - Water main relocation between Route 33 & Emrick Boulevard is completed.
 - Water main installation and testing between Emrick Blvd & Wagner Drive will be completed in early October.
- People First Federal Credit Union
 - Easton Avenue, Bethlehem Township
 - Water Main Extension to be completed in October.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Hopkins, requisitions were approved for payment October 13, 2014 (items 3702-3704, totaling \$189,434.92). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Barefoot, Veresink,, Hopkins, Walker (6)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss routine business matters. They also discussed a few on- going issues including status of medical insurance, changes to the pension committee, and the bids that are going to be advertised.

Budget and Finance –

Mr. Barefoot, Chairperson, stated they the committee met and discussed the operating budget for the next year and there are no recommended changes. They received the Capital Budget and they will be meeting to review it.

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

No Report.

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mr. Barefoot , seconded by Mr. Walker, the Board passed a Resolution by unanimous vote approving and authorizing management and the consulting engineer, Keystone Consulting Engineers to advertise for bids on the Advanced Metering Infrastructure project, consisting of replacement of approximately 17,000 customer meter reading devices. (We're not changing the meters, just the device used to attain the meter reading.)

Motion adopted by the following vote:

Yeas: Barefoot, Veresink, Hopkins, Walker, Colton, Cain (Chairman) (6)

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Veresink, The Board passed a resolution by unanimous vote approving and authorizing management and the consulting engineer, Keystone Consulting Engineers, to advertise bids on the Lower Nazareth Township, Bethlehem Township, Palmer Township, and Old Orchard Water System Improvement Projects, consisting of the replacement of approximately 21,500 feet of water main. Management and the consulting engineer are authorized to advertise for bids for portions of the service areas, and in multiple bids if deemed appropriate.

Motion adopted by the following vote:

Yeas: Barefoot, Veresink, Hopkins, Walker, Colton, Cain (Chairman) (6)

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 3:43 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Veresink, Hopkins, Walker, Colton, Cain (Chairman) (6)

4525

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary