

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

**Easton, PA
Monday
April 14, 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
Dave Hopkins

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, Mary Kennon, Richard Groff.

COURTESY OF THE FLOOR

Richard Groff stated he was in attendance to speak regarding our policy on properties sold at sheriff sale. He feels our policy violates Municipal Claims and Tax Lien Act. He is requesting we change our policy. Mr. Cain stated The Board will discuss the issue more and we will get back to Mr. Groff.

ACTION ON MINUTES

On a motion from Mr. Colton, seconded by Mr. Veresink, the minutes of March 10, 2014 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Walker, Bergren, Lockard, Hopkins, Cain (Chairman) (9)

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
 - 1 – ¾” at 1043 Washington Street (City of Easton, replaced leaking lead service)
 - 1 – ¾” at 129 Parsons Street (City of Easton, replaced leaking lead service)
 - 1 – ¾” at 617 Raub Street (City of Easton, replaced leaking lead service)
 - 1 – ¾” at 7 High Street (Borough of Glendon, replaced leaking lead service)
- Service Repairs
 - 1 – ¾” at 4205 Hecktown Road (Lower Nazareth , repaired with main break)
 - 3 – ¾” at 340, 343 & 345 West Lincoln Street (City of Easton, repaired with main break)
 - 1 – ¾” at 126 North 7th Street (City of Easton, replaced curb stop)
 - 1 – ¾” at 2671 Eldridge Avenue (Palmer, repaired with main break)
- Main Breaks
 - 3” at 100 Block of Church Street (Easton, radial)
 - 6” at 4205 Hecktown Road (Lower Nazareth, longitudinal)
 - 6” at 416 Heritage Lane (Lower Nazareth, radial)
 - 6” at 340 West Lincoln Street (Easton, radial)
 - 6” at 2671 Eldridge Avenue (Palmer, radial)
 - 6” at 3581 Southwood Drive (Palmer, radial)
 - 12” at Northampton Street & 2nd Street (Easton, lead joint)
- Repaired Hydrants - 2
 - Clubhouse Drive and New World Court (Bethlehem Township)
 - John Street and Devon Street (Palmer Township)
- Replaced Hydrant - 1
 - 431 Limestone Drive (Lower Nazareth Township)
- Repaired Valve – 1
 - 6” valve at 421 Heritage Lane (Lower Nazareth Township, repacked and replaced bolts)

- Curb Box Maintenance – 13
 - 7 – COE
 - 6 – ESWA

- Service Information
 - New Meters Installation - 18
 - 1 – 5/8" COE
 - 13 – 5/8" ESWA
 - 1 – 3/4" ESWA
 - 3 – 1" ESWA
 - Meter Changes - 76
 - 24 – 5/8" COE
 - 37 – 5/8" ESWA
 - 1 – 3/4" ESWA
 - 1 – 1" ESWA
 - 5 – 1-1/2" ESWA
 - 5 – 2" ESWA
 - 3 – 3" COE
 - MTU's -141
 - 28 - COE
 - 113 – ESWA
 - Turn Off for Repairs -21
 - 10 – COE
 - 11 – ESWA
 - Turn Off for Final – 17
 - 8 – COE
 - 9 – ESWA
 - Turn Off Vacant Property -0
 - 0 – COE
 - 0 - ESWA
 - Turn Off for Insufficient Funds -2
 - 2 - ESWA
 - Turn Off for Non-Payment of Sewer -24
 - 24 - ESWA
 - Turn Off for Non-Payment of Water -73
 - 33 – COE
 - 40 – ESWA
 - Turn On -127
 - 50 – COE
 - 77 – ESWA

- Flushing
 - No flushing was performed in March.
 - Flushing will begin on Monday April 28, 2014 in the Suburban 15th Street System.

- Authority Projects
 - Knox Avenue 16" Water Main

- PennDOT permit issued.
 - Palmer Township approved easement on north side of Route 22.
 - Easement for the south side of Route 22 should be executed by Tuskes the week of April 14th.
 - Van Cleef Engineering is working to complete the plans and specifications.
- Route 611 & Bushkill Creek Bridge Replacement
 - Carroll Engineering is working on the plans and specifications for the project.
 - Project will be a 50/50 cost sharing between ESWA and PennDOT
 - Plans and specifications are to be completed by April 30th.
- Freemansburg Avenue & Route 33 Bridge Project
 - Preliminary design provided to PennDOT on February 27th.
 - PennDOT provided design comments on April 10th, which Gannett Fleming is working to address.
 - Attorney Walters is drafting a cost sharing agreement to be executed between ESWA and Bethlehem Township.
- Hartley Avenue Facility
 - KCE Submitted extension for NPDES Permit to NCCD.
 - Permit to expire in August.
- Lafayette College Study
 - Gannett Fleming provided the final draft of the memorandum in January.
 - ESWA drafted executive summary that will be provided to Lafayette College.
- Twin Reservoirs Study
 - ESWA staff met with CH2M Hill on March 27th to review the Task 2 Memorandum.
 - ESWA Staff and CH2M Hill conducted a conference call on April 10th to discuss Task 2 and the schedule for Task 3.
 - ESWA staff is receiving proposals to ROV and Diver Inspection of Twin Reservoirs.
- Bethlehem Township Water Main Improvements
 - ESWA received notice from Bethlehem Township in February of a street reconstruction project on Sheridan Drive, Chetwin Terrace and Winfield Terrace in Bethlehem Township.
 - ESWA will be replacing the unlined cast iron mains in the project area.
 - ESWA began work March 24th and anticipates completing the work by the end of April.
 - Street Reconstruction to be performed in June.
- Water Treatment Plant
 - Plant Power Malfunction
 - Bus Repair
 - High Service Pump #2

- Impeller Assembly to be shipped on April 18th.
- Administration
 - GAC Replacement Contracts Ready for Execution.
 - 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 in April.
 - Maple Shade Estates
 - 78 Single Family Lots in Bethlehem and Palmer Townships.
 - Phase I & II water system completed.
 - Phase III water system work will be completed in April.
- Events
 - 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 April 14, 2014 (items 3679-3681, totaling \$350,667.80). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Walker, Bergren, Lockard, Hopkins, Cain (Chairman) (9)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. Roy discussed the status of the HS Pump Issue at the Water Treatment Plant and he also reviewed some details of the Bus Assembly issue, as well as the Twin Reservoir Study. They also talked about the Board changes that are going on and reviewed possible committee changes.

Budget and Finance – No Report

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit March 31, 2014; Cash Flow Forecast 2014; and Income Statement – Budget Comparison for February 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

UNFINISHED BUSINESS

Tom Walters indicated that the GAC Contract Documents were ready for execution by the Officers of the Authority.

On a motion from Mr. Walker, seconded by Mr. Lockard, the Board approved the acquisition of a permanent easement of approximately .011 acres as well as a temporary construction easement from Palmer Township on land presently occupied by the Chrin Community Center. The Board also approved the acquisition of .057 acres for a permanent easement across land owned by CMC Development Corporation located in Palmer Township on the southern side of Route 22. Each acquisition is at nominal cost to the Authority.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Walker, Lockard, Bergren, Hopkins, Cain (Chairman) (9)

Nays: None

NEW BUSINESS

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the Board approved the acquisition of a permanent easement across premises known as 521 N. Thirteenth St in the City of Easton, consisting of approximately .042 acres from the Redevelopment Authority of Easton/City of Easton. Said acquisition is at nominal cost to the Authority.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Walker, Lockard, Bergren, Hopkins, Cain (Chairman) (9)

Nays: None

On a motion from Mr. Colton, seconded by Mr. Hopkins, the Board approved two resolutions to recognize the departure of Mr. Bergren and Mrs. Poswistilo after years of exceptional service to the Water Authority.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Walker, Lockard, Bergren, Hopkins, Cain (Chairman) (9)

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the meeting was adjourned at 4:37 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Walker, Lockard, Bergren, Hopkins, Cain (Chairman) (9)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary