

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

**Easton, PA
Monday
February 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

Absent: Robert J. Bergren
Donald W. Lockard

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.; Erin Rapp, Recording Secretary.

COURTESY OF THE FLOOR

There was no comment from the floor at this time.

ACTION ON MINUTES

On a motion from Mr. Walker, seconded by Mr. Veresink, the minutes of January 13, 2014 were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the January 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 - 3/4" 516 Georgetown Road (Lower Nazareth Township, replaced leaking plastic service)
 - 1 - 3/4" 843 Jackson Street (City of Easton, replaced leaking lead service)
- Service Repair
 - 1 - 8" Fire 1150 Centre Street (Williams Township, had to replace 12" X 8" tapping sleeve and 8" gate valve. Tapping sleeve and valve were leaking.)
 - 1 - 3/4" 2812 Woodlawn Avenue (Palmer Township)
- Main Breaks
 - 8" - 827 Sheridan Drive (Palmer Township, radial break)
 - 8" - Broad Street & Sales Street (Palmer Township, universal joint leak)
 - 8" - 3104 Vermont Street (Palmer Township, radial break)
 - 6" - 3103 Hodle Avenue (Bethlehem Township, radial break)
 - 6" - 2450 Woodridge Avenue (Palmer Township, radial break)
 - 6" - 1002 Washington Street (City of Easton, radial break)
 - 6" - 500 Philadelphia Road (City of Easton, radial break)
 - 6" - 130 West Lincoln Street (City of Easton, radial break)
 - 6" - Berwick Street & Davis Street (City of Easton, longitudinal break)
 - 4" - 1510 Spruce Street (Wilson Borough, radial break)
- Repaired Hydrants
 - 535 Avona Avenue (Wilson Borough, repaired private hydrant hit by vehicle, billed to hydrant owner)
 - Larry Holmes Drive & Sitgreaves Street (City of Easton, hit by vehicle, billed driver)
- Valves
 - Replaced 6" valve at 446 Mountain View Road (Lower Nazareth Township). Existing valve was leaking.
- Curb Box Maintenance
 - 2 - COE
 - 4 - ESWA

- Service Information
 - New Meters Installation
 - 2 - 5/8" COE
 - 9 - 5/8" ESWA
 - 3 - 1" ESWA
 - 2 - 2" ESWA
 - Meter Changes
 - 21 - 5/8" COE
 - 53 - 5/8" ESWA
 - 2 - 3/4" COE
 - 3 - 3/4" ESWA
 - 1 - 1" COE
 - 8 - 2" COE
 - 1 - 8" ESWA
 - Frozen Meters
 - 6 - COE
 - 26 - ESWA
 - Invoiced \$4,650 in January for frozen meters
 - MTU's
 - 16 - COE
 - 88 - ESWA
 - Turn Off for Repairs
 - 26 - COE
 - 22 - ESWA
 - Turn Off for Final
 - 8 - COE
 - 3 - ESWA
 - Turn Off Vacant Property
 - 2 - COE
 - 3 - ESWA
 - Turn Off and Remove (Seasonal)
 - 1 - ESWA
 - Turn Off for Insufficient Funds
 - 1 - COE
 - Turn Off for Non-Payment of Sewer
 - 9 - ESWA
 - Turn Off for Non-Payment of Water
 - 20 - COE
 - 38 - ESWA
 - Turn On
 - 34 - COE
 - 49 - ESWA
- Flushing
 - No flushing was performed in January.
- Authority Projects
 - Knox Avenue 16" Water Main

- Route 22 16" Main Crossing
 - The PennDOT permit will be issued once the executed easements are provided to PennDOT.
 - ESWA staff is working to attain the easements from Palmer Township and the Maple Shade Developer.
 - Route 611 & Bushkill Creek Bridge Replacement
 - ESWA will be requesting engineering proposals for the design of the water system improvements in February with the intention to award the work in March.
 - Freemansburg Avenue & Route 33 Bridge Project
 - ESWA staff is requesting approval of a proposal from Gannett Fleming due to time constraints from PennDOT.
 - 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 is working on task 2, which will review reservoir alternatives and should be providing a technical memorandum for task 2 in February.
- Water Treatment Plant
 - Plant Basin Icing
 - SCADA Update
 - High Service Pumps
- Administration
 - Five Year Operating Budget
 - 20 Year Financing Strategy
 - 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 likely to begin in late spring/early summer.
 - Maple Shade Estates

- 78 Single Family Lots in Bethlehem and Palmer Townships.
- Phase I completed.
- Water mains installed in Phase II, ESWA personnel is presently installing the water service laterals.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Veshosky, requisitions were approved for payment February 10, 2014 (items 3670-3675, totaling \$104,053.53). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss a legal matter that will be addressed in Executive Session later, a candidate for the open position on the board, as well as routine business matters. Mr. Cain also stated that a five-year term was approved by Easton City Council for David Veshosky.

Budget and Finance –

Mr. Barefoot stated that the Budget and Finance Committee met to review the Operating Budget and it will be discussed at the board meeting next month.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit January 31, 2014; Cash Flow Forecast 2014; and Income Statement – Budget Comparison for December 2013.

Pension Committee –

No Report.

Retiree Benefits Ad-hoc Committee –

Mr. Barefoot, Chairperson, stated that the committee will have a final report next month.

Personnel Committee –

No Report.

Risk Management Committee –

No Report.

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report.

UNFINISHED BUSINESS

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the board approved the advertisement for bids to replace the granulated activated carbon in the ten filters at the water treatment plant.

Motion adopted by the following vote:

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

Nays: None

NEW BUSINESS

On a motion from Mr. Walker, seconded by Mr. Veshosky, the Board approved the expenditure of a maximum of \$42,000 to Gannett Fleming for design and survey work for the relocation of the Freemansburg Avenue and Route 33 main from a proposal dated February 10, 2014.

Motion adopted by the following vote:

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

Nays: None

EXECUTIVE SESSION

The board entered into executive session at 3:45pm to discuss a legal matter and resumed its regular meeting at 4:40pm.

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:41pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Erin L. Rapp
Recording Secretary