

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

**Easton, PA  
Monday  
February 16, 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  
Wayne Barefoot – via Skype

Absent: David Veshosky  
Donald Lockard  
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; James Sampson, Merchants Bank ;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. Walker, seconded by Mr. Hopkins, the minutes of January 12, 2015 were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

## **REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the February 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” 41 South 12<sup>th</sup> Street (City of Easton, replaced leaking lead service)
  - 1 – ¾” 22 South 10<sup>th</sup> Street (City of Easton, replaced leaking lead service)
- Service Repairs - 2
  - 1 – ¾” 2429 Freemansburg Avenue (Wilson Borough, service disconnected at curb stop, house being demolished)
  - 1 – ¾” 737 Sterlingworth Terrace (Wilson Borough, installed new curb stop)
- Main Breaks -8
  - 8” – George Street (Forks Township, Longitudinal)
  - 6” – 508 Canal street (city of Easton, Radial)
  - 6” – 4511 Whitney Street (Palmer Township, Radial)
  - 6” – 414 Dogwood Terrace (Forks Township, Radial)
  - 6” – 21<sup>st</sup> Street & Spruce Street (Wilson Borough, Radial)
  - 6” – South 18<sup>th</sup> Street & Washington Boulevard (Wilson Borough, Radial)
  - 6” – Birch Drive (Lower Nazareth Township, Damaged by ESWA's Contractor)
- Replaced Hydrants – 1
  - Columbia, Craigie & South 27<sup>th</sup> Street Project
    - 63 Craigie Street
- Valves – 1
  - 1 – 12” 3812 Easton Nazareth Highway (Lower Nazareth Township, replaced operating stem)
- Curb Box Maintenance – 7
  - 0 – COE
  - 7 – ESWA
- Service Information

- New Meters Installation - 16
  - 15 – 5/8” ESWA
  - 1 – 2” ESWA
- Meter Changes - 74
  - 18 – 5/8” COE
  - 51 – 5/8” ESWA
  - 1 – 1” COE
  - 3 – 1” ESWA
  - 1 – 2” ESWA
- MTU’s - 195
  - 29 - COE
  - 166 – ESWA
- Turn Off for Final – 23
  - 11 – COE
  - 12 – ESWA
- Turn Off for Non-Payment of Water -56
  - 23 – COE
  - 33 – ESWA
- Turn On -81
  - 36 – COE
  - 45 – ESWA

#### 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>.
- 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 in March.
- Twin Reservoirs
  - CH2M Hill provided Draft Geotechnical Report on December 30, 2014.
  - Meeting was held on January 21<sup>st</sup> to review geotechnical report.
- Lower Nazareth Township Improvements

- Contractor began work the week of January 5, 2015.
  - Water system work will be completed by the week of February 9<sup>th</sup>.
  - Permanent pavement restoration and landscaping restoration to be completed in the Spring.
- Columbia, Craigie & South 27<sup>th</sup> Street Water System Improvements
  - Permanent pavement restoration will be performed in the Spring.
- Sheridan Drive Water System Improvements
  - Permanent pavement restoration will be performed 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.
- Belmont Street Water System Improvements
  - Permanent pavement restoration will be performed in the Spring.
- Water Treatment Plant
  - Plant Performance & Capacity Study
  - Twin Reservoirs Geotechnical Study
  - WTP Project – Review O & M Manual
  - Plant Power Feed
- Administration
  - Bank Loan - \$3.1 Million
  - 2015-2020 Operating & Capital Budgets
  - Utility Services Water Tank Maintenance Contracts to be terminated (3)
  - Board Member & Board Officer Terms
  - Pension Meeting
- Miscellaneous
  - Development Projects
    - Sterling Crossing
      - Single Family Development in Lower Nazareth Township.
      - Phase 1 water system installation should be completed by the end of February.
      - First Park 33

- Warehouse Project in Lower Nazareth Township.
- Water system construction to begin in February.
  
- 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. Veresink, seconded by Mr. Hopkins, requisitions were approved for payment February 16, 2015 (items 3717-3721, totaling \$1,179,949.02). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Barefoot, Veresink, 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 a number of items. Roy spoke about the drafts of the 2015-2020 Operating and Capital Budgets. They also talked about the plant high service pump litigation and the construction loan. They discussed the terms of office for the Board members. Ted Veresink and Kirk Colton have been appointed to new 5 year terms.

#### **Budget and Finance –**

No Report

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit January, 2015; Cash Flow Forecast 2015; and Income Statement – Budget Comparison for December 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. Walker, seconded by Mr. Hopkins , the Board passed a resolution authorizing the acceptance of a certain proposal from Merchants Bank for borrowing by the Authority in the aggregate principal amount not to exceed Three Million One Hundred Thousand Dollars ( \$3,100,000.00) Note for 2015, for the purpose of providing funds to finance the improvements to the distribution system and installation of meter reading system; and to pay costs and expenses of securing such loan, authorizing the execution and delivery of a pledge of anticipated revenues and accounts receivable as more specifically defined in said proposal; approving the forms, terms and conditions of a certain commitment letter (term sheet) dated the 28<sup>th</sup> day of January, 2015 by Merchants Bank; authorizing the execution of loan documents and providing for the authentication of delivery thereof; and all such other matters consistent with said loan agreement.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veresink, seconded by Mr. Colton, The Board passed a resolution of the Board of Directors of The Easton Suburban Water Authority, Northampton County, Pennsylvania authorizing the termination of certain contracts entered into by and between the Authority and Utility Service Inc., and further authorizing the execution of termination notices and any other documents necessary and consistent therewith by the Executive Director, any officer, and/or any member of the Board of directors.

Motion adopted by the following vote:

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

Nays: None

**ADJOURNMENT**

On a motion from Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:07 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary