

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

**Easton, PA
Monday
January 13, 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
Mary Kennon
Donald W. Lockard
David Veshosky
Robert Walker

Absent: Wayne Barefoot
Theodore Veresink

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. Colton, seconded by Mr. Hopkins, the minutes of December 8, 2014 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Kennon, Lockard, Veshosky, Walker, (7)

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.

- Main Installations – 3,754' Total
 - Belmont Street Project (ESWA)
 - 811' of 8" on Belmont Street
 - Columbia, Craigie & South 27th Project, (ESWA)
 - 581' of 8" on Craigie Street
 - 548' of 8" on South 27th Street
 - 397' of 8" on Columbia Street
 - 25' of 6" for hydrants
 - Sheridan Drive (Palmer Township, ESWA)
 - 1322' of 12" on Sheridan Drive
 - 53' of 8" on Sheridan Drive
 - 17' of 6" on Sheridan Drive
- Service Installations – 1
 - 1 – ¾" 4420 Farmersville Road (Bethlehem Township)
- Service Replacements - 12
 - Belmont Street Project
 - 3 – ¾"
 - Columbia, Craigie & South 27th Street Project
 - 6 – ¾"
 - 1 – 1"
 - 1 – ¾" 727 Nazareth Pike (Lower Nazareth Township, replaced leaking plastic service)
 - 1 – ¾" 1918 Northampton Street (Wilson Borough, replaced leaking lead service)
- Service Repairs - 2
 - 1 – ¾" 4590 Steuben Road (Lower Nazareth Township, service saddle deteriorated)
 - 1 – ¾" 4393 Newburg Road (Lower Nazareth Township, replaced curb stop)
- Service Reconnections - 77
 - Belmont Street
 - 24 – ¾" Service Reconnections
 - Columbia, Craigie & South 27th Street Project
 - 34 – ¾" Service Reconnections
 - Sheridan Drive Project
 - 18 – ¾" Service Reconnections

- 1 – 1-1/2” Service Reconnections
- Main Breaks -8
 - 8” – 399 West St Joseph Street (City of Easton, Radial)
 - 6” – 630 Weygadt Drive (City of Easton, Radial)
 - 6” – 27 South Watson Street (Palmer Township, Radial)
 - 6” – 3105 Oregon Street (Palmer Township, Radial)
 - 6” – 3128 Hodle Avenue (Bethlehem Township, radial)
 - 6” – 4635 Charles Street (Bethlehem Township, radial)
 - 4” – 1070 West Lafayette Street (City of Easton, Radial)
 - 4” – West Kleinhans Street & Filbert Street (City of Easton, Radial)
- Replaced Hydrants – 1
 - Columbia, Craigie & South 27th Street Project
 - 63 Craigie Street
- Repaired Hydrants – 1
 - Ohio Street & New Hampshire Avenue (Bethlehem Township, damaged by vehicle, billed to driver)
- New Hydrants - 1
 - Columbia, Craigie & South 27th Street Project
 - South 27th Street & Zoar Street
- Curb Box Maintenance – 7
 - 2 – COE
 - 5 – ESWA
- Service Information
 - New Meters Installation - 7
 - 5 – 5/8” ESWA
 - 1 – 1” ESWA
 - 1 – 2” ESWA
 - Meter Changes - 53
 - 20 – 5/8” COE
 - 24 – 5/8” ESWA
 - 1 – 3/4” ESWA
 - 1 – 1” ESWA
 - 1 – 1-1/2” ESWA
 - 2 – 2” COE
 - 1 – 2” ESWA
 - 2 – 4” ESWA
 - 1 – 10” Wood Avenue Pump Station
 - MTU’s - 179
 - 26 - COE
 - 153 – ESWA

- Turn Off for Final – 21
 - 14 – COE
 - 7 – ESWA
- Turn Off for Non-Payment of Sewer -19
 - 5 - COE
 - 14 - ESWA
- Turn Off for Non-Payment of Water -62
 - 17 – COE
 - 45 – ESWA
- Turn On -78
 - 22 – COE
 - 56 – 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 12th.
- 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.
 - Project will be delayed until March, once ramp work is completed and ESWA contractor will work within the Bridge Contractor's Traffic Control Plan.
 - Bridge Preconstruction Meeting scheduled for January 14th.
- Twin Reservoirs
 - CH2M Hill provided Draft Geotechnical Report on December 30, 2014.
 - Conference call to discuss draft geotechnical report scheduled for January 21st.
- Lower Nazareth Township Improvements
 - Bids were opened on November 25, 2014 and approved by BOD on December 8, 2014.
 - Contractor began work the week of January 5, 2015.
 - Water system work anticipated to be completed by the end of February depending on weather conditions.
- Columbia, Craigie & South 27th Street Water System Improvements
 - Water system work and temporary restoration completed in December 2014.
 - Permanent pavement restoration will be performed in the Spring of 2015.

- Sheridan Drive Water System Improvements
 - Water system work and temporary restoration completed in December 2014.
 - Permanent pavement restoration will be performed in the Spring of 2015.
- 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
 - ESWA Staff determined emergency replacement was appropriate due to multiple breaks and potential for additional main breaks to occur.
 - ESWA replaced 800' of 6" lead joint and universal joint pipe cast iron pipe with 8" ductile iron pipe.
 - Water system work began on December 1st and was completed on December 11, 2014.
 - Permanent pavement restoration will be performed in the Spring of 2015.
- Water Treatment Plant
 - Plant Capacity Study
 - Long Term 2 – Enhanced Surface Water Treatment Rule
 - Plant Project O & M Manual
- Administration
 - Bank Proposals
 - Meter Project
 - Employee Pension Meeting
 - Regulation Compliance Plan
 - Update Emergency Response Plan
 - Update Authority's Rules and Regulations
 - Update Employee Manual
- Miscellaneous
 - Development Projects
 - Sterling Crossing
 - Single Family Development in Lower Nazareth Township.
 - Water system installation to begin January 14th.

- Saratoga Farms
 - Single Family Development in Lower Nazareth Township.
 - Water system installation began January 8th.

APPROVAL OF REQUISITIONS

On a motion from Mr. Lockard, seconded by Mr. Veshosky, requisitions were approved for payment January 13, 2015 (items 3713-3716, totaling \$441,264.56). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Kennon, Lockard, Veshosky, Walker, (7)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to talk about the changes to the water quality compliances and the bank financing loans. They also discussed the meter project action that the Board will be taking today.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit December, 2014; Cash Flow Forecast 2015; and Income Statement – Budget Comparison for November 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

On a motion from Mr. Veshosky, seconded by Mr. Walker , the Board passed a resolution authorizing the acceptance of the bid from HD Supply Waterworks, LTD., in the amount of \$2,489,620.00 and authorizing the awarding of said contract to the same subject to certain terms and conditions for the Advanced Metering Infrastructure (AMI) System Project dated August 14, 2014.

Motion adopted by the following vote:

Yeas: Cain (Chairman) Colton, Hopkins, Kennon, Lockard, Veshosky, Walker (7)

Nays: None

On a motion from Mr. Walker, seconded by Mr.Lockard, the Board passed a resolution accepting the proposal from Gannett Fleming for engineering services in an amount not to exceed Ninety-Eight Thousand (\$98,000.00) Dollars related to the Hecktown Road Water Main Replacement Project in Lower Nazareth Township, said proposal dated January 9, 2015. The Executive Director and Officers are authorized to execute any necessary documents in furtherance hereof. The acceptance is subject to the review of the final contract by the Authority Solicitor as to form and content.

Motion adopted by the following vote:

Yeas: Cain (Chairman) Colton, Hopkins, Kennon, Lockard, Veshosky, Walker (7)

Nays: None

EXECUTIVE SESSION

The Board entered into executive session at 4:04 pm to discuss a legal issue and a personnel issue. The Board resumed regular session at 4:17 pm.

ADJOURNMENT

On a motion from Colton, seconded by Mr. Lockard, the meeting was adjourned at 4:20 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Lockard, Hopkins, Kennon, Walker, Colton, Veshosky, Cain (Chairman) (7)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary