

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

**Easton, PA  
Monday  
July 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  
Theodore Veresink  
Wayne Barefoot  
Mary Kennon  
Robert Walker

Absent: David Veshosky  
Donald Lockard

Also in attendance were Roy White, Executive Director, Craig Swinsburg, Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; 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. Colton, the minutes of June 8, 2015 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Veresink, Walker, Barefoot, Kennon (7)

Nays: None

**REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the July 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 Installations - 39
  - 38 – 1" Fire / ¾ Domestic Combination Services Trio Farms Phase III (Lower Nazareth)
  - 1 – ¾" 285 Industrial Drive (Williams)
- Service Replacements - 1
  - 1 – ¾" 1900 Freemansburg Avenue (Wilson, leaking lead service)
- Main Breaks – 1
  - 3" – 66 North Oak Street (Easton)
- Repaired Hydrants – 1
  - Nesquehoning Street & Frederick Street (City of Easton, damaged by truck, billed to driver)
- New Hydrants – 6
  - Oregon Street (Palmer)
    - Oregon Street & Oakwood Street
  - First Park 33 (Lower Nazareth)
    - Eastgate Boulevard (cul-de-sac)
    - Eastgate Boulevard (Lot 3)
  - Trio Farms Phase III (Lower Nazareth)
    - 4434 Elmwood Drive
    - 4450 Elmwood Drive
    - 4480 Elmwood Drive
- Developer Projects/Main Installation
  - Trio Farms: 923' of 8", 20' of 6", 28 Service Laterals
  - First Park 33: 940' of 12", 19' of 8", 20' of 6"
  - Madison Farms: Installing remaining water main in Phase 1
- Curb Box Maintenance – 6
  - 2 – COE
  - 4 – ESWA

- Service Information
  - New Meters Installation - 15
    - 4 – 5/8” COE
    - 7 – 5/8” ESWA
    - 1 – 1” COE
    - 2 – 1” ESWA
    - 1 – 2” ESWA
  - Meter Changes - 70
    - 16 – 5/8” COE
    - 37 – 5/8” ESWA
    - 3 – 1” ESWA
    - 6 – 1-1/2 ESWA
    - 1 – 2” COE
    - 4 – 2” ESWA
    - 3 – 4” ESWA
  - MTU’s – 200 (ESWA Installed)
    - 38 - COE
    - 162 – ESWA
  - AMI Project -
    - Install Contractor Completed work Friday 6/5/15.
      - Contractor is in today and tomorrow to correct some issues with <400 smartpoints that were not programed properly at install.
    - Logic Software – Configured and at Manufacture testing now. ESWA Acceptance and testing is set for August 2015.
    - Live end of August 2015.
  - Turn Off for Non-Payment of Water -45
    - 26 – COE
    - 19 – ESWA
  - Turn Off for Non-Payment of Sewer - 50
    - 25 – COE
    - 25 – ESWA
  - Flushing
    - Flushing was started on June 2, 2015 in the Knox Avenue System, , with southwest portion of Forks Township and northern portion of Palmer Township being completed.
    - Flushing is presently being performed in southern portions of Bethlehem and Palmer Townships.
    - Water Used:                   6,912,926 gallons  
   6,912,926 gallons

## Authority Projects

- Freemansburg Avenue & Route 33 Bridge Project
  - Contract with R-III Construction is being closed out, awaiting final documents for execution.
  - Final connection to existing water main was completed on July 9<sup>th</sup> and old main will be abandoned the week of July 13.
- Lower Nazareth Township Improvements
  - All water system and restoration work has been completed.
  - Contract will be closed out with final pay estimate at the August Board Meeting.
- Lawnherst Avenue
  - All water system work completed.
  - Trench restoration to be performed in the end of July/early August.
  - Township overlay of road scheduled for August.
- Oregon Street
  - Installed Water Main
    - 1,811' of 8" DIP
    - 37' of 6" DIP
  - Completed Service Reconnections
    - 40 – ¾"
    - 1 – 1"
  - New Fire Hydrant
    - Oregon & Oakwood Streets
- Washington Boulevard
  - Installed 1,051' of 12" & 192' of 8" DIP
  - Working on service changeovers
  - Pavement restoration to be performed prior to the start of school.

## Water Treatment Plant

- PADEP Revisiting Minimum Chlorine Residual Requirement
  - PADEP's original proposal was 0.3 ppm, has revised to 0.2 ppm
- GAC Replacement Project
  - Project remains on hold due to sand contamination issue
- Taste & Odor Requirements
  - EPA considering to regulate T & O as a contaminant rather than aesthetic concern
- Five Year Director's Award

- Administration
  - Property & Casualty Insurance
    - Awaiting insurance carrier proposal for Property, Casualty, and Workers Comp.
  - Drought Watch
    - PADEP issued a drought watch for Northumberland County – 5% voluntary conservation
  - Medical Insurance
  - Pension
    - Amendments to 457(b) Plan are being reviewed
  - Financing Plan
  
- Miscellaneous
  - Development Projects
    - Madison Farms
      - Shop Rite scheduled to open on July 30<sup>th</sup>.
    - Keystone Real Estate (Milham)
      - New Toyota Dealership and Collision Center in Lower Nazareth Township.
      - Site work to begin in July.

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mr. Hopkins, requisitions were approved for payment July 13, 2015 (items 3748-3753, totaling \$903,623.62). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Veresink, Walker, Barefoot, Kennon (7)

Nays: None

### **REPORT OF COMMITTEES**

#### **Executive Committee –**

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss several items including the reservoirs. They also discussed a legal matter with Attorney Walters.

#### **Budget and Finance –**

No Report

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

**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.

**Ad-Hoc Committee- By Laws-**  
No Report.

**REPORT OF SOLICITOR**

No Report

**ADJOURNMENT**

On a motion from Mr. Kennon, seconded by Mr. Colton, the meeting was adjourned at 3:53 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Hopkins, Barefoot, Walker, Kennon, Colton, Cain (Chairman) (7)

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary