

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

**Easton, PA  
Monday  
June 9, 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  
Donald W. Lockard  
Dave Hopkins  
Theodore J. Veresink  
David Veshosky

Absent: Robert Walker

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; Mary Kennon; 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. Barefoot, seconded by Mr. Colton, the minutes of May 12, 2014 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Lockard, Hopkins, Veresink, Veshosky, Cain (Chairman) (7)

Nays: None

## **REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the June 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 Installation –
  - Estates at Steeplechase Phase V (Forks Township, Zawarski)
    - 1,035' of 8" on Reston Drive
    - 712' of 8" on Steeplechase Dr
  - Madison Farms (Bethlehem Township, KRE Group)
    - 96' of 12" on Dealtrey Drive
- Service Replacements -10
  - 1 – 1" 275 Keystone Drive (Lower Nazareth, replaced plastic service)
  - 1 – ¾" 321 Hillview Dr (Lower Nazareth, replaced plastic service)
  - 2 – ¾" 1143/1145 Spring Garden Street (Easton, replaced lead service)
  - 1 – ¾" 1216 Washington Street (Easton, replaced lead service)
  - 2 – ¾" 836/838 Louis Street (Wilson, replaced lead service)
  - 1- ¾" 828 Balata Street (Wilson, replaced lead service)
  - 1 – ¾" 133 South 17<sup>th</sup> Street (Wilson, replaced leaking lead service)
  - 1 – ¾" 2850 Jones Boulevard (Palmer, replaced leaking galvanized service)
- Service Repairs - 4
  - 1 – ¾" 1214 Washington Street (City of Easton, replaced curb stop)
  - 1 – ¾" 1117 Washington Street (City of Easton)
  - 1 – ¾" 1119 Washington Street (City of Easton)
  - 1 – ¾" 4314 Emrick Terrace (Bethlehem Township, damaged by UGI)
- Main Breaks - 1
  - 6" at 1117 Washington Street (Easton, radial)
- Valves – 3
  - Installed 8" Cut in Valve at Broad Street & Nazareth Road (Palmer Township)
  - Installed 16" Cut in Valve at Clinton Terrace & Mattes Lane (City of Easton)
  - Replaced 6" valve at 18<sup>th</sup> Street & Washington Boulevard (Borough of Wilson)
- Blow offs – 2
  - Repaired 1" Blow off at 15<sup>th</sup> Street & Liberty Street (Wilson Borough)
  - Repaired 1" Blow off at 113 Crescent Street (Borough of Glendon)

- New Hydrants – 2
  - Steeplechase Phase V (Forks Township)
    - Reston Drive Lot 73
  - Madison Farms (Bethlehem Township, KRE Group)
    - 2216 Milan Street
- Replaced Hydrant - 1
  - 16<sup>th</sup> Street & Spring Garden Street (Borough of Wilson)
- Repaired Hydrant – 1
  - Madison Street & Davis Street (City of Easton)
- Curb Box Maintenance – 12
  - 3 – COE
  - 9 – ESWA
- Service Information
  - New Meters Installation - 25
    - 3 – 5/8” COE
    - 16 – 5/8” ESWA
    - 6 – 1” ESWA
  - Meter Changes - 93
    - 22 – 5/8” COE
    - 61 – 5/8” ESWA
    - 1 – 3/4” COE
    - 1 – 3/4” ESWA
    - 1 – 1-1/2” COE
    - 2 – 1-1/2” ESWA
    - 2 – 2” COE
    - 3 – 4” COE
  - MTU’s - 255
    - 36 - COE
    - 219 – ESWA
  - Turn Off for Repairs -13
    - 7 - COE
    - 6 – ESWA
  - Turn Off for Final – 11
    - 8 – COE
    - 3 – ESWA
  - Turn Off for Non-Payment of Sewer -7
    - 7 - COE
    - 0 - ESWA
  - Turn Off for Non-Payment of Water -52
    - 21 – COE
    - 31 – ESWA
  - Turn On -82
    - 41 – COE
    - 41 – ESWA

- Flushing
  - The Suburban 15<sup>th</sup> Street System (Wilson and West Easton) was completed on May 23, 2014.
  - The Knox Avenue North System (Forks and Palmer) was started on May 27, 2014 and will be completed June 13, 2014.
  - The remainder of the Knox Avenue System (Bethlehem and Palmer) will be flushed after the Knox North System is completed.
- Water Used
  - May: 4,838,401 gallons
  - Year to Date: 5,343,168 gallons
- Authority Projects
  - Knox Avenue 16" Water Main
    - PennDOT permit issued.
    - Easements approved and executed.
    - Work to begin the week of June 9<sup>th</sup>.
  - Green Pond Road
    - Connected last 3 customers on north side of Green Pond Road to 16" water main.
    - Abandoned 1-1/2" Galvanized main that ran through rear of properties on north side of road.
  - Route 611 & Bushkill Creek Bridge Replacement
    - Carroll Engineering provided ESWA with plans and specifications for review on May 8, 2014.
    - ESWA received acceptance of the 50/50 cost sharing between ESWA and PennDot. PennDot will provide ESWA with a draft agreement for the cost sharing.
  - Freemansburg Avenue & Route 33 Bridge Project
    - Bethlehem Township/ESWA cost sharing agreement.
    - Bethlehem Township/St Luke's agreement.
    - ESWA Staff is requesting conditional approval to advertise for bids today.
  - Hartley Avenue Facility
    - KCE Submitted extension for NPDES Permit to NCCD.
    - NCCD provided comments.
    - KCE Submitted revised application/plans on June 5, 2014.
    - Permit to expire in August.
  - Lafayette College Study
    - ESWA drafted executive summary that will be provided to Lafayette College.
  - Twin Reservoirs Study
    - ESWA Staff and CH2M Hill conducted a conference call on April 10<sup>th</sup> to discuss Task 2 and the schedule for Task 3.
    - ESWA staff requested additional proposals for wet inspections of Twin Reservoirs.
    - Received geotechnical proposal from CH2M Hill on May 9<sup>th</sup>.

- 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.
  - All water system work has been completed.
  - Street Reconstruction to be performed once UGI completes their work.
- Water Treatment Plant
  - GAC Replacement
  - Chemical Facilities Anti-Terrorism Standards (CFATS)
  - WTP Capacity Study
  - Security System proposals.
- Administration
  - 2013 Audit Meeting
  - Water Infrastructure Financing and Innovation Act
  - Property and Casualty Insurance
  - Twin Reservoirs Geotechnical Evaluations
  - Accelerated Metering Project
- Miscellaneous
  - Development Projects
    - Madison Farms
      - Commercial/Residential Site on Freemansburg Avenue (former Wagner Farms Property)
      - Site work ongoing, water system work likely in Summer.
    - 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 May.
    - Maple Shade Estates
      - 78 Single Family Lots in Bethlehem and Palmer Townships.
      - Water system work completed.

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mr. Veresink, requisitions were approved for payment June 9, 2014 (items 3686-3689, totaling \$187,120.53). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Veshosky, Lockard, Hopkins, Cain (Chairman) (7)

Nays: None

**REPORT OF COMMITTEES**

**Executive Committee –**

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed on-going routine matters. Roy discussed the Twin Reservoir study and the Property and Casualty Insurance issue. They also reviewed the revised committee structure. Mr. Cain stated we will need to update the contact list.

**Budget and Finance –**

Mr. Barefoot stated the committee met on May 27, 2014 with Keith Fleming and reviewed the audit. Keith will be coming to the July Board meeting to do a presentation.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit May 31, 2014; Cash Flow Forecast 2014; and Income Statement – Budget Comparison for April 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. Colton, seconded by Mr. Veshosky, the Board authorized advertising for the bids for the Freemansburg Ave and Route 33 Bridge.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Lockard, Hopkins, Veresink, Veshosky, Cain (Chairman) (7)

Nays: None

**NEW BUSINESS**

**ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Veshosky, the meeting was adjourned at 4:12 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Veresink, Lockard, Veshosky, Hopkins, Cain (Chairman) (7)

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary