

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

**Easton, PA
Monday
September 8, 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: Timothy Cain, (Chairman)
Dave Hopkins
Mary Kennon
Theodore J. Veresink
David Veshosky
Robert Walker
Donald W. Lockard

Absent: Wayne Barefoot
R. Kirkwood Colton

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. Veresink, seconded by Mr. Hopkins, the minutes of August 11, 2014 were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the September 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 – 28
 - 22 – ¾” Trio Farms Phase IV (Lower Nazareth Township)
 - 1 – ¾” 1600 Blair Street (Palmer Township)
 - 5 – 1” Fire Trio Farms Phase IV (Lower Nazareth Township)
- Main Installations
 - Madison at Palmer View
 - 199’ of 12” in an easement
 - 2756’ of 8” in an easement
 - 109’ of 6” in an easement
- Service Replacements - 4
 - 2 – ¾” 1414/1416 Washington Street (City of Easton, replaced lead services)
 - 1 – ¾” 36 South 12th Street (City of Easton, replaced lead service)
 - 1 – ¾” 517 Iron Street (City of Easton, replaced leaking lead service)
 - 1 – ¾” 1848 Northampton Street (Borough of Wilson, replaced lead service)
- Service Repairs – 2
 - ¾” – 30 South Locust Street (City of Easton, damaged by UGI)
 - ¾” – 4695 Oakwood Lane (Lower Nazareth)
- Service Relocations – 3
 - ¾” – Second Street (Borough of Glendon, street reconstruction project)
- Valves - 1
 - 6” Spring Street & East Street (Borough of West Easton, replaced broken valve)
- New Hydrants - 7
 - Madison at Palmer View
 - 7 Private Fire Hydrants
- Replaced Hydrants – 8
 - North 10th Street & Spring Garden Street (City of Easton)
 - North 10th Street & Bushkill Street (City of Easton)
 - 15th Street & Bushkill Street (City of Easton)
 - 23rd Street & Butler Street (Borough of Wilson)
 - 18th Street & Northampton Street (Borough of Wilson)
 - 16th Street & Jefferson Street (Borough of Wilson)
 - Fischer Street & Hermitage Avenue (Palmer Township)

- Lawnherst Avenue & Whitfield Street (Palmer Township)
- Curb Box Maintenance – 7
 - 2 – COE
 - 5 – ESWA
- Service Information
 - New Meters Installation - 28
 - 7 – 5/8” COE
 - 16 – 5/8” ESWA
 - 1 – 3/4” ESWA
 - 1 – 1” COE
 - 2 – 1” ESWA
 - 1 – 4” ESWA
 - Meter Changes - 109
 - 16 – 5/8” COE
 - 73 – 5/8” ESWA
 - 7 – 3/4” ESWA
 - 1 – 1” ESWA
 - 2 – 1-1/2” ESWA
 - 2 – 2” COE
 - 3 – 2” ESWA
 - 1 – 3” COE
 - 3 – 3” ESWA
 - 1 – 8” ESWA
 - MTU’s - 241
 - 37 - COE
 - 204 – ESWA
 - Turn Off for Final – 13
 - 10 – COE
 - 3 – ESWA
 - Turn Off for Non-Payment of Sewer -15
 - 8 - COE
 - 7 - ESWA
 - Turn Off for Non-Payment of Water -35
 - 14 – COE
 - 21 – ESWA
 - Turn On -73
 - 26 – COE
 - 47 – ESWA
- Flushing
 - Flushing started in the North High System (Forks Township) on August 11, 2014 and completed on September 11, 2014.
 - Flushing will be started in the Lower Nazareth System on September 12, 2014.
- Water Used:
 - August: 5,678,871 gallons
 - Year to Date: 22,385,698 gallons

- Authority Projects
 - Route 611 & Bushkill Creek Bridge Replacement
 - ESWA to perform some water system work outside of PennDOT project limits in the Fall prior to bridge work.
 - Freemansburg Avenue & Route 33 Bridge Project
 - Low bid awarded to RII Construction on August 11, 2014.
 - Preconstruction Meeting Scheduled for September 12, 2014.
 - Construction to begin in October.
 - Twin Reservoirs
 - Test Borings started on September 2, 2014.
 - Geotechnical Investigation kickoff meeting was held on August 27, 2014.
 - Lower Nazareth Township
 - Township to reconstruct approximately 1 mile of streets in 2015.
 - ESWA to replace plastic water mains and service laterals.
 - Tentative schedule to advertise for bids in October and open bids in November.

- Water Treatment Plant
 - Plant Capacity Study
 - Security Upgrade
 - PennVest Reimbursement - \$500,000
 - Area Wide Optimization Performance – PA DEP

- Administration
 - Pension Committee Meeting
 - Proposed Plan Amendments
 - Finance Committee
 - 2015 Budget Drafts
 - 2015 Rate Strategies
 - Line of Credit
 - Medical Insurance
 - Twin Reservoirs Geotechnical Study
 - Tank Maintenance Program
 - City of Bethlehem- PUC Application to expand service territory
 - PA American Water Company
 - Accelerated Meter Replacement Project

- Miscellaneous
 - Development Projects
 - Madison Farms
 - Phase 1 water system installation began September 2, 2014.
 - Madison at Palmer View
 - Water system installation completed in August.

- Lofts at Cedar Park
 - Apartment Complex, Williams Township.
 - Water system installation began on 7/29/14, should be completed in September.
- Freemansburg Avenue Improvements
 - Water main relocation between Route 33 & Emrick Boulevard is completed.
 - Water main installation and testing between Emrick Blvd & Wagner Drive will be completed in September.

APPROVAL OF REQUISITIONS

On a motion from Mr. Walker, seconded by Mr. Lockard, requisitions were approved for payment September 8, 2014 (items 3697-3701, totaling \$163,078.79). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss routine business matters and that the domestic consumption is down. They also discussed the possible increase in our customer service charge.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit August 31, 2014; Cash Flow Forecast 2014; and Income Statement – Budget Comparison for July 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. Hopkins, the Board passed a Resolution by unanimous vote authorizing the acceptance of a proposal from Gannett Fleming dated September 12, 2014, to provide construction phase engineering services for the Freemansburg Avenue / Route 33 Bridge Expansion Project in a sum not exceeding \$29,000.00, the contract for which to be approved by the Solicitor of the Easton Suburban Water Authority. The officers of the Authority were authorized to execute any documents in the future necessary in accordance therewith to carry out the same.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mrs. Kennon, the meeting was adjourned at 4:17 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary