

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

**Easton, PA  
Monday  
July 14, 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  
R. Kirkwood Colton  
Donald W. Lockard (Vice Chairman)  
Dave Hopkins  
Theodore J. Veresink  
David Veshosky  
Robert Walker

Absent: Timothy Cain (Chairman)  
Mary Kennon

Also in attendance were Roy White, Executive Director, Craig Swinsburg, Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Lewis, Solicitor, Lewis & Walters; Gene Koontz, 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. Barefoot, the minutes of June 9, 2014 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Lockard (Vice Chairman) Hopkins, Veresink, Veshosky, Walker  
(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 – 2
  - 1-2" Domestic (633 Uhler Road, Forks Township, Victaulic Guest House)
  - 1 -4" Fire (633 Uhler Road, Forks Township, Victaulic Guest House)
- Service Replacements -8
  - 2 – ¾" 135-1/2" Parker Avenue (City of Easton, replaced lead service)
  - 2 – ¾" 1150/1152 Bushkill Street (City of Easton, replaced lead services)
  - 1 – ¾" 241 Ferry Street (City of Easton, replaced lead service)
  - 1 – ¾" 30 South Sitgreaves Street (City of Easton, replaced leaking lead service)
  - 1- ¾" 506 Georgetown Road (Lower Nazareth Township, replaced leaking plastic service)
  - 1 – ¾" 4705 Oakwood Lane (Lower Nazareth Township, replaced leaking plastic service)
- Main Breaks - 1
  - 8" at 4028 Freemansburg Avenue (Bethlehem Township, Main damaged by contractor)
- Valves – 5
  - Repaired 6" valve at Hackett Avenue & Tatamy Road (Palmer Township)
  - Repaired 6" valve at Hermitage Avenue & Fischer Road (Palmer Township)
  - Repaired 8" valve at Brentwood Avenue & Auburn Avenue (Palmer Township)
  - Repaired 8" valve at South Fork Drive & Kessler'sville Road (Forks Township)
  - Installed 12" Cut in Valve at South Fork Drive & Kessler'sville Road (Forks Township)
- Replaced Hydrant - 1
  - North Riverside Drive & Church Street (City of Easton)
- Repaired Hydrant – 3
  - Scherman Boulevard & Easton Avenue (Bethlehem Township)
  - 1258 Firethorne Drive (Palmer Township)
  - 3<sup>rd</sup> Street & keystone Avenue (West Easton)

- Curb Box Maintenance – 11
  - 2 – COE
  - 9 – ESWA
- Service Information
  - New Meters Installation - 8
    - 8 – 5/8” ESWA
  - Meter Changes - 83
    - 10 – 5/8” COE
    - 54 – 5/8” ESWA
    - 2 – 3/4” COE
    - 5 – 1” ESWA
    - 6 – 2” COE
    - 3 – 2” ESWA
    - 2 – 4” ESWA
    - 1 – 6” ESWA
  - MTU’s - 242
    - 22 - COE
    - 220 – ESWA
  - Turn Off for Repairs -11
    - 4 - COE
    - 7 – ESWA
  - Turn Off for Final – 13
    - 9 – COE
    - 4 – ESWA
  - Turn Off for Non-Payment of Sewer -6
    - 0 - COE
    - 6 - ESWA
  - Turn Off for Non-Payment of Water -55
    - 19 – COE
    - 36 – ESWA
  - Turn On -71
    - 28 – COE
    - 43 – ESWA
- Flushing
  - Flushing started in the Knox Avenue System (Bethlehem, Forks, and Palmer)
  - Flushing has been completed in the North, Central, and West portions of Knox Avenue and we are working on the Southern portion in Bethlehem and Palmer Townships.
- Water Used
  - May: 5,637,449 gallons
  - Year to Date: 10,980,617 gallons

- Authority Projects
  - Knox Avenue 16" Water Main
    - Boring across Route 22 has been completed.
    - 16" Water Main has been installed and tested.
    - ESWA will perform lateral and system connections the week of July 14<sup>th</sup>.
  - Route 611 & Bushkill Creek Bridge Replacement
    - ESWA received acceptance of the 50/50 cost sharing between ESWA and PennDot.
    - PennDOT provided ESWA with the cost sharing agreement for execution.
  - Freemansburg Avenue & Route 33 Bridge Project
    - Bethlehem Township/ESWA cost sharing agreement.
    - Bethlehem Township/St Luke's agreement.
    - Advertisement for Bids and Bid Opening.
  - Twin Reservoirs
    - Corrtch performed inspection of reservoirs on June 23<sup>rd</sup>. ESWA to receive inspection report week of July 14<sup>th</sup>.
  - Lower Nazareth Township
    - Township to reconstruct approximately 1 mile of streets in 2015 and 2016. ESWA reviewing potential water system improvements in work area.
  - Bethlehem Township Water Main Improvements
    - ESWA Performed temporary pavement restoration in June.
- Water Treatment Plant
  - GAC Replacement
  - WTP Capacity Study
  - Security System proposals.
  - Partnership for Safe Water
  - PADEP Award – Area Wide Optimization Program
  - Mayors Summer Camp Tour
- Administration
  - 2013 Audit
  - Water Infrastructure Financing Authority
  - Property and Casualty Insurance
  - Twin Reservoirs Geotechnical Study
  - Tank Maintenance Program
  - Lafayette College Meeting
  - City of Bethlehem PUC Petition
  - Safety Committee – Labor & Industry Approval
  - Consumer Confidence Report

- 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
      - Water Main Relocation between Route 33 & Emrick Boulevard is being completed.
    - Madison at Palmer View
      - Apartment Complex behind Walmart on Corriere Road.
      - Water System installation is progressing.

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mr. Hopkins, requisitions were approved for payment July 14, 2014 (items 3690-3692, totaling \$216,336.29). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

### **REPORT OF COMMITTEES**

#### **Executive Committee –**

Mr. Lockard, Vice Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed on-going routine matters. They also discussed the meeting in August with Gannett Fleming in regards to The Water Treatment Plant and the pump issues.

#### **Budget and Finance –**

Mr. Barefoot stated we will meet with Keith Fleming in August to review the 2013 Audit.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit June 30, 2014; Cash Flow Forecast 2014; and Income Statement – Budget Comparison for May 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**

**NEW BUSINESS**

On a motion from Mr. Barefoot, seconded by Mr. Colton, to approve the water storage tank proposal dated July 2014 from Gannett Fleming. The Executive Director and through its officers of the Authority are authorized to execute the documents that would be in furtherance of that, All subject to a satisfactory agreement for consulting engineering services being reached between the Authority solicitor and Gannett Fleming in the amount of \$45,944.00.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Hopkins, Veresink, Veshosky, Walker, Lockard (Vice Chairman)

(7)

Nays: None

On a motion from Mr. Walker, seconded by Mr. Barefoot, to approve the \$124,000.00 to CH2M for the Twin Reservoir Geotechnical Study to evaluate the slope stability, soil conditions, embankment materials, depth of bedrock and the depth of ground water.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Hopkins, Veresink, Veshosky, Walker, Lockard (Vice Chairman)

(7)

Nays: none

**EXECUTIVE SESSION**

The Board entered into executive session at 3:53pm to discuss a legal matter and resumed its regular session at 4:04pm.

On a motion from Mr. Barefoot, seconded by Mr. Veshosky, the board adopted the following resolution. Now, therefore, be it resolved, that the Easton Suburban Water Authority, by and through its officers is authorized to file with the Public Utility Commission a protest to the aforementioned request by the City of Bethlehem, and the Board does further authorize the Executive Director, Solicitor, the Authority's Special Solicitor, the law firm of Hawke, Mckee & Sniscak, LLP, and/or the officer or officers of the Authority to execute any and all documents necessary to perfect such protest and to otherwise oppose the applicant's stated request for extension of its franchise area.

Motion adopted by the following vote:

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

Nays: None

### **ADJOURNMENT**

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

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary