

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

**Easton, PA
Monday
March 14, 2016
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
Robert Walker
Donald Lockard
Mary Kennon

Absent: David Veshosky
Wayne Barefoot

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. Richard Groff, owner of Groff Real Estate Investments.

COURTESY OF THE FLOOR

Richard Groff addressed the Board in regards to our Sheriff Sale Policy. He requested the Board review our current policy and make changes that will make the process move more efficiently.

ACTION ON MINUTES

On a motion from Mr. Veresink, seconded by Mr. Lockard, the minutes of February 8, 2016 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Veresink, Walker, Lockard, (6)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the March 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 Repair - 1
 - 1 – ¾" 160 College Avenue (City of Easton, repaired leaking copper service)
- Service Replacements – 2
 - 1 – ¾" 35 South 10th Street (City of Easton, replaced leaking lead service)
 - 1 – ¾" 610 South 22nd Street (Borough of Wilson, replaced leaking lead service)
- Main Breaks – 5
 - 6" – 2712 Broad Street (Palmer Township, radial)
 - 6" – 3611 Southwood Drive (Palmer Township, radial)
 - 6" – 810 Balata Street (Borough of Wilson, universal joint)
 - 8" – 4348 Rexford Drive (Bethlehem Township, damaged by contractor)
 - 8" – 260 West St Joseph Street (City of Easton, radial/longitudinal)
- Repaired Hydrants - 4
 - Frank Street & Delores Street (Lower Nazareth Township, hydrant inspection)
 - 648 Daniels Road (lower Nazareth Township, hydrant inspection)
 - Donegal Drive & Ruby Court (Bethlehem Township, damaged by unknown vehicle)
 - 13th Street & Liberty Street (City of Easton, damaged by vehicle)

- New Meters Installation – 25
 - 3 – 5/8” ESWA
 - 20 – 5/8” ESWA
 - 2 – 1” ESWA

- Meter Changes - 117
 - 21– 5/8” COE
 - 72 – 5/8” ESWA
 - 8 – 3/4” ESWA
 - 1 – 1” COE
 - 7 – 1” ESWA
 - 1- 1-1/2” COE
 - 3 –1-1/2” ESWA
 - 1 – 2” COE
 - 1 – 2” ESWA
 - 1 – 3” ESWA
 - 1 – 4” ESWA

- MTU’s – 168
 - 39 - COE
 - 129 – ESWA

- AMI Upgrade Project
 - 690 after contractor completed
 - 87 remaining as of 3/14/16

- Turn Off for Non-Payment of Water -48
 - 15 – COE
 - 33 – ESWA

- Turn Off for Non-Payment of Sewer - 0
 - 0 – COE
 - 0 – ESWA

Authority Projects

- Wilden Acres Tank Painting
 - Contractor is looking to resume work in March.
 - ESWA staff waiting until Knox pump 3 is back in service.
 - Likely to resume week of March 21st or 28th.
 - Contractor anticipates work to be done in 3 weeks.

- Morgan Hill High Service Pump Station
 - Pump 2 was refurbished and placed back in service on February 16th.
 - Pump 1 was removed for refurbishment and should be back in service in April.

- Knox Avenue Pump Station
 - Pump 3 was inspected and removed for repairs by Kohl Brothers on February 17th.
 - The impeller was found to be corroded and a coupling on the shaft needed to be repaired.
 - Kohl Brothers confirmed that the impeller was made of Silicon Brass and not Nickel Aluminum Brass, which is resistant to chlorinated water. With the Silicon Brass, the chlorinated water leaches the zinc from the alloy. (Same issue as with the WTP High Service)
 - Kohl Brothers reviewed pump records for all ESWA pump stations.
 - Pumps 3 and 4 at Knox Avenue and Pumps 1 and 2 at North High were found to have Silicon Brass Impellers.
 - ESWA ordered new Nickel Aluminum Impellers for all 4 pumps:
 - Knox Avenue Pumps 3 & 4
 - \$10,175 Each, 12-14 Week Lead Time
 - North High Pumps 1 & 2
 - \$8,250 Each, 5-7 Week Lead Time
 - Pump 3 impeller being repaired and will be back in service week of March 14th.

- Lower Nazareth Service Laterals
 - Lower Nazareth Township will be performing full depth reclamation of pavement on Pine Drive, Locust Drive, Larch Lane and Spruce Lane in the summer of 2016.
 - ESWA personnel are replacing plastic service laterals in the proposed work area.
 - Excavating at main and curb stop to confirm the service lateral material. (No records from Lower Nazareth Township Municipal Authority)
 - Work Began the week of March 7th and should be completed in early April.

- Pavement Restoration
 - Keystone Consulting Engineers prepared a bid package for the restoration of pavement for 3 water system projects ESWA performed in the Fall of 2015.
 - Bids were opened on Friday, March 11th.
 - Apparent lowest responsible bidder is Livengood Excavators, Inc. with a base bid of \$96,582.87.
 - ESWA staff is requesting approval of the low bid.

- Engineering Proposals
 - Gannett Fleming
 - Proposal for design and bid phase services for the installation of approximately 5,600 feet of 16" Water Main and Two Pressure Control Chambers
 - Not To Exceed Cost of \$112,000

- Project Includes:
 - Canal Street in City of Easton
 - Wood Avenue in Borough of Wilson
 - Intersection of Knox Avenue & Old Mill Road in Forks Township
 - PennDOT permitting requirement for Wood Avenue and Knox Avenue.
 - Design of pressure control chambers between two pressure zones:
 - Knox Avenue/North High (Knox Avenue & Old Mill Road)
 - Knox Avenue/15th Street (Wood Avenue)
- Keystone Consulting Engineers
 - Proposal for design, bid and construction services for the installation of approximately 15,000 feet of 8” water main in Bethlehem and Palmer Townships.
 - Not to Exceed Cost of \$47,200
 - Project Includes:
 - Bethlehem Township: Charles Street, Henry street, Illinois Street, Ohio Street & Pennsylvania Street.
 - Palmer Township: Baldwin Drive, Courtney Court, Jonathan drive, Southwood Drive & Timberlane Drive.

Administration

- 457 Fiduciary Review Meeting

Water Quality & Treatment

- PA – Safe Drinking Water Act
- Distribution Minimum Chlorine
- EPA – Lead and Copper – Long Term Revision
- Consumer Confidence Report

APPROVAL OF REQUISITIONS

On a motion from Mr. Lockard, seconded by Mr. Walker, requisitions were approved for payment March 14, 2016 (items 3785-3789, totaling \$118,519.87). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Veresink,,Walker, Lockard, 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 the lead issues and the main break and sinkhole situation.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit February, 2016; Cash Flow Forecast 2016; and Income Statement – Budget Comparison for January 2016..

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

NEW BUSINESS

On a motion from Mr. Hopkins, seconded by Mr. Colton, the Board authorized the acceptance of the bid of Livengood Excavators, Inc., in the amount of \$96,582.87 Base bid, \$4,553.00 total unforeseen bid, \$19,414.46 total alternate bid, \$101,135.87 for total basic bid and unforeseen bid, and \$120,550.33 for a total base bid and unforeseen and alternate bid, and authorizing the awarding of said contract to the same subject to the terms and conditions pursuant to a certain project manual for approximately 6,000 lineal feet of pavement restoration, including laterals, on seven roads in Palmer Township and three roads in Bethlehem Township, Northampton County, Pennsylvania.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Walker, seconded by Mr. Veresink, the Board accepted a proposal dated March 10, 2016 from Keystone Consulting Engineers for design, bid and construction services for the installation of approximately 15,000 feet of 8” water main in Bethlehem and Palmer Townships not to exceed \$47,200.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Lockard, seconded by Mr. Hopkins, the Board accepted a proposal dated March 9, 2016 from Gannett Fleming for Engineering Services for design and bid phase services for the installation of approximately 5,600 feet of 16” Water Main and Two Pressure Control Chambers in an amount not to exceed \$112,000.00.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:16 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary