

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

**Easton, PA
Monday
May 12, 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
Robert Walker
Robert J. Bergren
Donald W. Lockard
Dave Hopkins

Absent: Theodore J. Veresink
David Veshosky
Rachel Govelovich

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; 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. Lockard, the minutes of April 14, 2014 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Walker, Bergren, Lockard, Hopkins, Cain (Chairman) (7)

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.

- Main Installation –
 - Maple Shade Estates (Palmer Township)
 - 1,184' of 16" on Nulton Avenue
 - 455' of 8" on Maple Shade Drive
 - 35' of 8" on White Barn Lane
 - ESWA Bethlehem Township Project
 - 373' of 12" on Sheridan Drive
 - 1,799' of 8" on Chetwin Terrace
 - 1,612 of 8" on Winfield Terrace
- Service Installations – 20
 - 15 – ¾" Maple Shade Estates (Palmer Township)
 - 1 – ¾" 753 Nazareth Pike (Lower Nazareth Township)
 - 1 – ¾" 767 Klein Road (Forks Township)
 - 1 – 2" 248 North 3rd Street (City of Easton, Lafayette College)
 - 1 – 4" Fire 44-46 Centre Square (City of Easton)
 - 1 – 6" Fire 248 North 3rd Street (City of Easton, Lafayette College)
- Service Replacements -5
 - 1 – ¾" 35 South 13th Street (City of Easton, replaced leaking lead service)
 - 1 – ¾" 155 Northampton Street (City of Easton, replaced leaking lead service)
 - 1 – ¾" 1418 Washington Street (City of Easton, replaced leaking lead service)
 - 1 – ¾" 2007 Butler Street (Borough of Wilson, replaced lead service)
 - 1 – ¾" 2920 Norton Avenue (Palmer Township, relocated service lateral)
- Service Changeovers
 - 94 – ¾" Bethlehem Township Project
- Service Repairs
 - 1 – ¾" 1826 Ferry Street (Wilson Borough, replaced curb stop)
- Main Breaks
 - 4" at Filbert Street & Kleinhans Street (Easton, Radial)
 - 6" at 4319 Winfield Terrace (Bethlehem, radial)

- New Hydrants – 5
 - Winfield Terrace & Colle Street (Bethlehem Township)
 - Winfield Terrace & Chetwin Terrace (Bethlehem Township)
 - 4321 Chetwin Terrace (Bethlehem Township)
 - 4337 Chetwin Terrace (Bethlehem Township)
 - Maple Shade Drive & Nulton Avenue (Palmer Township)
 - Replaced Hydrant - 1
 - Sheridan Drive & Winfield Terrace (Bethlehem Township)
- Replaced Hydrant - 1
 - Sheridan Drive & Winfield Terrace (Bethlehem, Township)
- Curb Box Maintenance – 13
 - 7 – COE
 - 6 – ESWA
- Service Information
 - New Meters Installation - 11
 - 5 – 5/8” COE
 - 6 – 5/8” ESWA
 - 2 – 1” ESWA
 - Meter Changes - 102
 - 13 – 5/8” COE
 - 64 – 5/8” ESWA
 - 6 – 3/4” ESWA
 - 1 – 1” COE
 - 6 – 1” ESWA
 - 4 – 1-1/2” ESWA
 - 7 – 2” ESWA
 - 1 – 4” ESWA
 - MTU’s -181
 - 38 - COE
 - 143 – ESWA
 - Turn Off for Repairs -14
 - 6– COE
 - 8 – ESWA
 - Turn Off for Final – 15
 - 6 – COE
 - 9 – ESWA
 - Turn Off Vacant Property -0
 - 0 – COE
 - 0 - ESWA
 - Turn Off for Non-Payment of Sewer -23
 - 22 - COE
 - 1 - ESWA
 - Turn Off for Non-Payment of Water -51
 - 19 – COE
 - 32 – ESWA
 - Turn On -139
 - 52 – COE
 - 87 – ESWA

- Flushing
 - Flushing was started in the Suburban 15th Street System (Wilson and West Easton) on Monday April 28, 2014.
 - The Suburban 15th Street System is scheduled to be completed on Friday May 23, 2014.
 - The Knox Avenue North System will be flushed after the Suburban 15th Street System is completed.

- Authority Projects
 - Knox Avenue 16" Water Main
 - PennDOT permit issued.
 - Palmer Township approved easement on north side of Route 22.
 - Waiting to receive executed easement for the South side of Route 22 from Tuskes.
 - Route 611 & Bushkill Creek Bridge Replacement
 - Carroll Engineering provided ESWA with plans and specifications for review on May 8, 2014.
 - Project will be a 50/50 cost sharing between ESWA and PennDOT.
 - Resolution needs to be passed to authorize cost sharing.
 - Freemansburg Avenue & Route 33 Bridge Project
 - Gannett Fleming is working to complete the traffic control plan for the project.
 - Attorney Walters provided a cost sharing agreement, which was provided to Bethlehem Township on April 29, 2014.
 - Hartley Avenue Facility
 - KCE Submitted extension for NPDES Permit to NCCD.
 - Permit to expire in August.
 - Lafayette College Study
 - Gannett Fleming provided the final draft of the memorandum in January.
 - 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 10th to discuss Task 2 and the schedule for Task 3.
 - ESWA staff is reviewing proposals for wet inspections of Twin Reservoirs.
 - Received geotechnical proposal from CH2M Hill on May 9th.
 - 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.
 - ESWA replaced the unlined cast iron mains in the project area.
 - ESWA began work March 24th and completed the work at the end of April.

- Street Reconstruction to be performed in June.
- Water Treatment Plant
 - High Service Pump #2 – new impeller assembly to arrive the week of May 19th
 - GAC Replacement - installation of new GAC for 4 out of the ten filters to begin June 15th.
 - Electrical PM Program Proposal by Eaton Electronics being evaluated
 - Chemical Facilities Anti-Terrorism Standards (CFATS) amendments being recommended by Homeland Security, may require additional security measures by water suppliers.
 - WTP Finished Water Pumping & Capacity Evaluation Proposal will need approval by the Board under New Business.
- Administration
 - 2013 Audit Draft – Finance Committee will be scheduling a meeting to review 2013 Audit Draft
 - Water Infrastructure Financing and Innovation Act – Congress is in the process of approving a bill that will provide another avenue of low interest financing for water providers; President in favor of the bill.
 - Property and Casualty Insurance – preliminary review of coverages and information being put together for August 8, 2014 renewal.
 - Tank RFP's – Four firms have been contacted to provide proposals for professional services for Authority's tank maintenance program.
 - Geotechnical Study – Twin Reservoirs Proposal – Proposal has been received but needs further review before presenting to Board.
 - Lafayette College – Letter to College officials requesting a meeting will be sent by June 1st.
- 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. Walker, seconded by Mr. Lockard, requisitions were approved for payment May 12, 2014 (items 3682-3685, totaling \$311,519.97). No public comment was received.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Walker, Bergren, 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. They talked about the high service pump settlement and the pump replacement project. Roy discussed the Homeland Security Anti-Terrorism Standards. They also talked about the Board changes that are on-going and reviewed possible committee changes.

Budget and Finance –

No Report

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

Tom Walters stated that he does not feel we need to make any changes to our Sheriff Sale Policy.

NEW BUSINESS

On a motion from Mr. Bergren, seconded by Mr. Barefoot, the Board approved the resolution authorizing the submission to the Pennsylvania Department of Transportation a proposal requesting a fifty percent (50%) reimbursement for all costs and expenses incurred by the Authority in relocating the Authority's water main facilities located in the public right-of-way and affected by the SR. 00611-09B Improvement Project.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Walker, Lockard, Bergren, Hopkins, Cain (Chairman) (7)

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Lockard, the Board approved the Plant Capacity Evaluation Study and award the job to CH2M at a maximum cost of \$42,000.00.

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Walker, Lockard, Bergren, Hopkins, Cain (Chairman) (7)

Nays: None

The Board accepted Mr. Bergren's resignation as Treasurer effective immediately.

On a motion from Mr. Lockard, seconded by Mr. Colton, The Board approved Mr. Barefoot as Treasurer.

Motion adopted by the following vote:

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

Nays: None

EXECUTIVE SESSION

The Board entered into executive session at 4:23pm to discuss a legal matter and resumed its regular session at 4:33 pm.

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Bergren, the meeting was adjourned at 4:38 pm. No public comment was received.

4526

Motion adopted by the following vote:

Yeas: Barefoot, Colton, Walker, Lockard, Bergren, Hopkins, Cain (Chairman) (7)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary

Pending Board Approval