

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

**Easton, PA  
Monday  
April 8, 2019  
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)  
Wayne Barefoot  
Mike Moorehead  
Joe Mauro  
Dave Hopkins  
Theodore Veresink (Via Phone)  
David Veshosky  
Robert Walker  
Mary Kennon

Absent: None

Also in attendance were Roy White, Executive Director, Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor; Rachel Govelovich, Gannett Fleming Inc; Holly Frantz, Recording Secretary

**COURTESY OF THE FLOOR**

Amanda Schumacher, Market Sector Leader for Borton Lawson Engineering and Architecture was present for the meeting. She stated that she was there just to observe.

**ACTION ON MINUTES**

On a motion from Mr. Moorehead, seconded by Mr. Walker, the minutes of the March 11, 2019 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Veshosky, Walker, Veresink, Mauro, Hopkins, Moorehead (9)

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 Lateral Installations – 3
  - 1 – 1" Hackett Park (Easton)
  - 1 – ¾" 222 East Elizabeth Avenue (Forks)
  - 1 – ¾" 2830 Charlotte Avenue (Palmer)
- Service Lateral Replacements - 4
  - 1 – 2" 1201 Centre Street (Williams)
  - 1 – ¾" 2138 Freemansburg Avenue (Wilson)
  - 1 – ¾" 159 Shawnee Avenue (Easton, Lead)
  - 1 – ¾" 824 W Grant Street (Easton, lead)
- Main Breaks – 2
  - 6" – Frederick Street & Grant Street (Easton, Radial)
  - 4" – 824 West Grant Street (Easton, Radial)
- Fire Hydrant Repairs – 2
  - Wood Avenue Pump Station (Wilson)
  - 430 Cedarville Road (Williams)
- Valves – 1
  - Repaired 4" valve at 1201 Centre Street (Williams)
- New Meters Installation – 44
  - 10 – 5/8" COE
  - 34 – 5/8" ESWA
- Meter Changes - 130
  - 14 – 5/8" COE
  - 105 – 5/8" ESWA
  - 1 – ¾" ESWA
  - 1 – ¾" COE
  - 2 – 1" ESWA
  - 1 – 1-1/2" COE
  - 1 – 1-1/2" ESWA
  - 1 – 2" ESWA
  - 1 - 3" ESWA
  - 1 – 4" ESWA

- MTU's - 240
  - 136 - COE
  - 104 – ESWA
- Turn Off for Non-Payment of Water -30
  - 10 – COE
  - 20– ESWA
- Turn Off for Non-Payment of Sewer - 14
  - 0 – COE
  - 14– ESWA

#### Customer Service

- Bill Date: 1/15/19, Due 2/20/19
  - Bills = 13,257 Meters read = 13,257
  - Amount billed = \$1,248,657
- February 2019
  - Termination List 3/13/2019
  - Termination Calls = 240
  - 78 Termination door hangers
  - 2 Payment agreements /"will pay"
- Actual Terminations
  - ESWA – 17
  - COE – 15

#### Authority Projects

- Twin Reservoirs Cover Replacement
  - Contracts have been executed.
  - Preconstruction meeting to be scheduled in next few weeks.
- Knox Avenue Pump Station Upgrades
  - 60% Design Meeting on April 3<sup>rd</sup>.
  - Project Schedule:
    - 5/13/19: Authorization to Advertise for Bids.
    - 5/13/19: Advertisement for Bids.
    - 6/6/19: Bid Opening
    - 6/10/19: Award Bid
- Lower Nazareth Project
  - Route 191 PennDOT permit application resubmitted to PennDOT on March 13<sup>th</sup>.
  - Route 33 Crossing Revised Plans submitted to PennDOT for preliminary review on February 20<sup>th</sup>.
    - Providing justification on opening cutting in limited access right of way.
  - PennVEST Board Meeting on April 17<sup>th</sup>.

- Queen Street Project
  - ESWA provided preliminary water main alignment to KCE and Palmer Township.
  - Plans being prepared.
  - Authorization to advertise at May Board Meeting.
- Pump Motors
  - Kohl Brothers Inspection 3/28/19
    - Knox Avenue, North High, Wood Avenue & Davis Street
    - Motor ages range from 10 years to 19 years.
    - Looking to remove motors, clean and refurbish.
- City of Easton Transmission Main Study.
  - Approximately 8 miles of CIP Transmission Mains in City of Easton that will need to be replaced in next 20 years.
  - Utilize Hydraulic Model to review the sizing and location of the mains to determine future transmission network.
  - Gannett Fleming Proposal
    - Model Update: \$10,600 NTE
    - Study & Report: \$33,300 NTE
    - Total: \$43,900
  - Requesting Board Approval Today

#### Administration

- Federal Credit Program
- Bioterrorism Act of 2002

#### Water Treatment Plant

- Caustic Soda Storage Project
  - Estimated construction cost: \$700,000
  - Requesting authorization to advertise for bids today.
  - Project Schedule
    - 4/8/19: Authorization to Advertise for Bids.
    - 4/15/19: Advertisement for bids.
    - 5/7/19: Bid Opening
    - 5/13/19: Award Bid
- Pilot Studies

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mr. Veshosky, requisitions were approved for payment April 8, 2019 (items 3982-83, totaling \$127,922.94). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Veshosky, Walker, Veresink, Mauro, Hopkins, Moorehead (9)

Nays: None

### **REPORT OF COMMITTEES**

#### **Executive Committee –**

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed routine items and the Retirement Dinner.

#### **Budget and Finance –**

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit March, 2018; Cash Flow Forecast 2018; and Income Statement – Budget Comparison for February, 2018.

#### **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**

On a motion from Mr. Walker, seconded by Mr. Barefoot, the Board accepted and approved the proposal from Gannett Fleming for engineering services dated March 8, 2019 for the Distribution System Model Update and City Transmission Main Study Project not to exceed \$10,600.00 and the cost of the study and report not to exceed the sum of \$33,300.00.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veshosky, Walker, Kennon, Veresink, Mauro, Hopkins, Moorehead (9)

Nays: None

**ADJOURNMENT**

On a motion from Mr. Moorehead, seconded by Mrs. Kennon, the meeting was adjourned at 3:32 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veshosky, Walker, Kennon, Veresink, Mauro, Hopkins, Moorehead (9)

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary