

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

**Easton, PA
Monday
August 13, 2018
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)
Theodore Veresink
Robert Walker
Donald Lockard
David Veshosky
Dave Hopkins
R. Kirkwood Colton
Wayne Barefoot
Mary Kennon

Absent: None

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

COURTESY OF THE FLOOR

There were no comments from the floor at this time.

ACTION ON MINUTES

On a motion from Mr. Colton, seconded by Mr. Veresink, the minutes of the July 9, 2018 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Lockard, Veshosky, Hopkins, Colton, Barefoot, Kennon (9)

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.

- Fire Hydrant Installation – 1
 - Sterling Crossing Phase III (Lower Nazareth)
 - 4536 Stephanie Drive
- Fire Hydrant Repairs – 1
 - Larry Homes Drive & Spring Garden Street (Easton, billed to driver)
- Blow Off Repairs – 4
 - 1" at 5 Newton Street (Palmer)
 - 1" at 4069 Meadow Avenue (Palmer)
 - 1" at 3723 Northwood Avenue (Palmer)
 - 1" at 441 Paxinosa Road East (Forks)
- Main Installation
 - Arndt Road (Forks Township)
 - 2,788' of 8" on Arndt Road
 - 344' of 8" on Devil's Cave Trail
 - 21' of 8" on Brandywine Court
- Upcoming Developments
 - Trio Farms Phase VI-A
- Service Lateral Installations – 1
 - 1 – 3/4" 991 Bushkill Drive (Easton)
- Service Reconnections – 32
 - 32 – 3/4" Arndt Road / Devil's cave Trail (Forks Township)
- New Fire Hydrant Installation – 1
 - Arndt Road & Devil's cave Trail (Forks)
- Fire Hydrant Replacements – 2
 - 757 Arndt Road (Forks)
 - 619 Arndt Road (Forks)

- Fire Hydrant Relocation – 1
 - 776 Sullivan Road (Easton, relocated for Lafayette College at their expense)
- Main Breaks – 2
 - 24” – 701 North Delaware Drive
 - 6” – 411 Cattell Street
- Valve Repairs – 2
 - 6” – Lafayette Street & Paxinosa Avenue (Easton)
 - 6” – Mixsell Street & Taylor Avenue (Easton)
- Blow Off Repair – 1
 - 2” – 4030 Sutton Road (Bethlehem)
- New Meters Installation – 16
 - 4 – 5/8” COE
 - 12 – 5/8” ESWA
- Meter Changes - 84
 - 12 – 5/8” COE
 - 66 – 5/8” ESWA
 - 2 – 3/4” ESWA
 - 1 – 1” ESWA
 - 1 – 1-1/2” ESWA
 - 1 – 3” ESWA
 - 1 – 4” COE
- MTU's
 - 140 - COE
 - 45 – ESWA
- Turn Off for Non-Payment of Water -35
 - 15 – COE
 - 20– ESWA
- Turn Off for Non-Payment of Sewer - 28
 - 21 – COE
 - 7– ESWA

Customer Service

- Bill Date: 05/15/18, Due 6/20/18
 - Bills = 9,030 Meters read = 9,030
 - Amount billed = \$966,816
- July 2018
 - Termination List 7/9/18
 - Termination Calls = 156

- 41 Termination door hangers
- 3 Payment agreements /"will pay"
- Actual Terminations
 - ESWA – 20
 - COE – 15

Authority Projects

- Flushing
 - Started Flushing Knox Avenue System on 6/4/18 (Forks, Palmer, & Bethlehem Townships)
 - Knox System to be completed on 8/14/18.
 - Lower Nazareth System to be started on 8/15/18.
 - 6,348,537 Gallons flushed in July.
 - 19,756,939 gallons flushed to date.
- SCADA System
 - Cellular and Cable as a Redundant System.
 - Equipment being received.
 - Install equipment in August & September.
 - Programming of redundant system in September / October.
 - Coordinating installation / set up with Optimum Controls Corporation.
 - Upgrading of Radio Transmitters
 - Will be performed once redundant system is in operation.
- 2017 Palmer Township Water System Improvements Project (KCE)
 - Water System work completed.
 - Pavement restoration completed.
 - A few punch list items need to be addressed prior to final pay estimate.
 - Estimate #9 in the amount of \$155,011.02 recommended for approval today.
 - Final pay estimate will be at the September meeting.
- 2018 Forks Township Water System Improvements Project
 - Water system work on Arndt Road & Devil's Cave Trail was completed the week of 7/30.
 - Temporary pavement restoration completed.
 - Trench restoration to be performed prior to winter.
 - Coordinating mill and overlay work with Forks Township to be performed in 2019.
- Wilson Borough Water System Improvements
 - 22nd Street (Northampton street to Washington Boulevard)
 - 2200 Block of Ferry Street
 - Included in 2018 Capital Budget
 - Borough of Wilson to mill and overlay this fall.

- Work started the week of 8/6 and should be completed by the end of August.

Water Treatment Plant

- Train Derailment
 - Wayne County – Thursday August 9th.
 - Spill – 4,000 Gallons of diesel fuel
 - One gallon of fuel will contaminate a million gallons of water
 - Arrival Time
 - Current flow – today at noon
 - Historical maximum flow – 4:15 pm today
 - ESWA emergency response
 - Installed intake booms on Saturday
 - Will deflect surface water at intake
 - Threshold odor sampling every half hour
 - Testing for emulsified fuel
- RTCR
 - Change in violation requirement
 - System Assessment Report
- Lead and Copper
 - Additional monitoring
 - Plant – continuous monitoring of pH and phosphate
 - Dist. – 10 samples every two weeks pH and Phos.
 - Additional violation requirement - excursions

Administration

- Insurance Renewal
 - Property and Liability
 - \$98,000,000
 - Increase of 1% - \$159,024
 - Workers Comp
 - 29% increase - \$72,491
 - Modification factor - .769 to .909
- Homeland Security
 - Providing webinars to American Water Works Association addressing targeting of critical water infrastructure.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mrs. Kennon, requisitions were approved for payment August 13, 2018 (items 3942-3945, totaling \$384,208.25). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Lockard, Walker, Veshosky, Hopkins, Colton, Barefoot, Kennon (9)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed the 24” main break and some personnel items.

Budget and Finance –

No Report

At this time, Mr. Barefoot, discussed the following reports: Funds on Deposit July, 2018; Cash Flow Forecast 2018; and Income Statement – Budget Comparison for June, 2018.

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Meeting is rescheduled for 8/16/18.

Risk Management Committee –

Mr. Veresink stated they had a meeting to review the presentation from Brown & Brown.

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the meeting was adjourned at 3:40pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Lockard, Walker, Veshosky, Colton, Hopkins, Barefoot, Kennon (9)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary

Pending Board Approval