

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

**Easton, PA
Monday
December 11, 2017
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
Theodore Veresink
Dave Hopkins
Robert Walker
Donald Lockard
David Veshosky
Wayne Barefoot – Via Phone
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 was no comment from the floor at this time.

ACTION ON MINUTES

On a motion from Mr. Colton, seconded by Mr. Veresink, the minutes of the November 13, 2017 meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the November 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 – 125
 - 49 – ¾" Riverview Estates West Phase IV (Forks Township)
 - 76 – ¾" Domestic/" Fire Grocer's lane (Forks Township)
- Service Replacements – 1
 - 1 – ¾" 826 Milton Street (City of Easton, replaced lead service)
- Service Repairs – 1
 - 1 – ¾" 4196 Newburg Road (Lower Nazareth Township, repaired leaking plastic service)
- Blow Off Repair- 3
 - 2" – Stanton Court (Williams Township)
 - 2" – Augusta Terrace (Williams Township)
 - 2" – Muirfield Way (Williams Township)
- Valve Repairs - 1
 - 6" – 650 Arndt Road (Forks Township)
- New Meters Installation – 26
 - 23 – 5/8" ESWA
 - 2 – 1" ESWA
 - 1 – 1-1/2" ESWA
- Meter Changes - 82
 - 13 – 5/8" COE
 - 61 – 5/8" ESWA
 - 2 – ¾" ESWA
 - 1 – 1" COE
 - 2 – 1" ESWA
 - 1 – 2" COE
 - 1 – 2" ESWA
 - 1 – 4" COE
- MTU's
 - 104 - COE
 - 40 – ESWA
- Turn Off for Non-Payment of Water -36
 - 19 – COE
 - 17 – ESWA

- Turn Off for Non-Payment of Sewer - 27
 - 13 – COE
 - 14– ESWA

Customer Service

- Bill Date: 9/11/17, Due 10/20/17
 - Bills = 11,355 Meters read = 11,355
 - Amount billed = \$1,213,524
- October 2017
 - Termination List 11/13/17
 - Termination Calls = 264
 - 62 Termination door hangers
 - 3 Payment agreements /"will pay"
- Actual Terminations
 - ESWA – 27
 - COE - 10

Authority Projects

- Canal Street & Wood Avenue (Gannett Fleming)
 - Contractor completing work on Berwick Street, Seitz Street and Wilkes Barre Street this week with exception of Pressure Control Chamber.
 - Seitz Street Pressure Control Chamber delivery delayed until early January.
 - Canal Street will not be started until Seitz Street Chamber is installed and in operation.
 - Water system work completed on Grant Street & Reynolds Street on November 30th.
 - Contractor is starting Wood Avenue water main on Monday December 11th.
 - To date, 42% of service laterals have been lead (ESWA estimated 75%).
 - Pay Estimate #2 in the amount of \$448,841.70 is recommended for approval today.
- Lower Nazareth Township Project
 - Gannett Fleming provided revised Route 191 water main alignment for review on October 12th.
 - Gannett Fleming performed additional hydraulic analysis related to new pump station and emergency connections.
- 2017 Palmer Township Water System Improvements Project
 - Contractor completed work on Northgate Boulevard and Bridalpath Area on December 6th.
 - Contractor began water main installation on Van Buren Road (Brentwood area) on December 5th.
 - Anticipate water main installation to be completed by end of December, service laterals and water main tie-ins to be completed in January.

- Pay Estimate #2 in the amount of \$221,098.95 recommended for approval today.

Water Treatment Plant

- Chemical Storage Project
- Corrosion Control – Pilot Study
- Fourth Unregulated Contaminant Monitoring Rule

Administration

- Wage & Benefit Recommendations
- Operating & Capital Budgets
- Tax Exempt Loan Requirements

APPROVAL OF REQUISITIONS

On a motion from Mr. Veshosky, seconded by Mrs. Kennon, requisitions were approved for payment December 11, 2017 (items 3894-3900, totaling \$808,543.79). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Colton, Veresink, Hopkins, Lockard, Walker, Veshosky, 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 two items which will be discussed in Executive Session.

Budget and Finance –

No Report

At this time, Mr. Barefoot, discussed the following reports: Funds on Deposit November, 2017; Cash Flow Forecast 2017; and Income Statement – Budget Comparison for October, 2017.

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Lockard stated that Committee met on November 30th and reviewed wage recommendations.

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report

EXECUTIVE SESSION

The Board entered into Executive session at 3:47 PM. The Board resumed regular session at 4:19 PM.

NEW BUSINESS

On a motion from Mr. Walker, seconded by Mrs. Kennon, the Board approved the Operations Budget for 2018.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Lockard, seconded by Mr. Veshosky, the Board approved the Capital Budget for 2018.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mrs. Kennon, the meeting was adjourned at 4:24 pm. No public comment was received.

4524

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary

Pending Board Approval