

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

**Easton, PA  
Monday  
January 14, 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)  
Mary Kennon  
Wayne Barefoot  
Mike Moorehead  
Joe Mauro  
Dave Hopkins  
Theodore Veresink  
David Veshosky  
Robert Walker

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; 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. Veresink, seconded by Mr. Veshosky, the minutes of the December 10, 2018 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 December 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 - 2
  - 1 – 1-1/2" 428 Northampton Street (Easton)
  - 1 – 4" Fire 428 Northampton Street (Easton)
- Service Lateral Replacements – 4
  - 1 – ¾" 4631 Fir Drive (Lower Nazareth, plastic)
  - 1 – ¾" 385 Hartman Road (Lower Nazareth, copper)
  - 1 – ¾" 829 Spring Garden Street (Easton, lead)
  - 1 – ¾" 412 Porter Street (Easton, lead)
- Service Lateral Repairs – 4
  - 1 – ¾" 420 Schaeffer Court (Easton)
  - 1 – ¾" 1036 Spruce Street (Easton)
  - 1 – ¾" 203 Butztown Road (Lower Nazareth)
  - 1 – ¾" 2436 Emanuel Court (Bethlehem)
- Service Lateral Removal – 1
  - 1 – ¾" 200 Porter Street (Easton, abandoned & leaking)
- Main Breaks – 4
  - 6" – 765 Maple Avenue (Palmer, Radial)
  - 6" – 447 Avon Street (Palmer, Radial)
  - 6" – 3560 Baldwin Drive (Palmer, Radial)
  - 6" – 2764 Queen Street (Palmer, Radial)
- Replaced Fire Hydrants – 2
  - 1818 Treeline Drive (Forks)
  - 3417 Bridlepath Road (Palmer)
- Repaired Fire Hydrants – 7
  - South 3<sup>rd</sup> Street & Larry Holmes Drive (Easton)
  - 10<sup>th</sup> & Ferry Streets (Easton)
  - 120 High Point Lane (Easton)
  - 214 Highlands Boulevard (Easton)
  - 991 Bushkill Drive (Easton)
  - 3<sup>rd</sup> & Center Streets (West Easton)
  - Barberry Lane & Clairmont Avenue (Palmer)
- Valves – 3
  - 8" & 6" – 24<sup>th</sup> Street (Wilson, Repaired)
  - 6" – Queen Street & Prince Street (Palmer, Repaired)

- New Meters Installation – 25
  - 1 – 5/8” COE
  - 23 – 5/8” ESWA
  - 1 – 2” ESWA
  
- Meter Changes - 54
  - 5 – 5/8” COE
  - 27 – 5/8” ESWA
  - 1 – 3/4” COE
  - 1 – 3/4” ESWA
  - 1 – 1” ESWA
  - 13 – 1-1/2” COE
  - 1 – 2” COE
  - 1 – 2” ESWA
  - 2 – 4” COE
  - 2 – 4” ESWA
  
- MTU’s
  - 42 - COE
  - 47 – ESWA
  
- Turn Off for Non-Payment of Water -30
  - 11 – COE
  - 19– ESWA
  
- Turn Off for Non-Payment of Sewer - 0
  - 0 – COE
  - 0– ESWA

#### Customer Service

- Bill Date: 10/17/18, Due 11/20/18
  - Bills = 13,268 Meters read = 13,268
  - Amount billed = \$1,344,597
- December 2018
  - Termination List 12/10/2018
  - Termination Calls = 277
  - 82 Termination door hangers
  - 9 Payment agreements /”will pay”
- Actual Terminations
  - ESWA – 19
  - COE – 11

## Authority Projects

- 2018 Forks Township Water System Improvements Project
  - ESWA to review alternatives with hydraulic model.
  - Looking to bid in Spring 2019.
  
- Twin Reservoirs Cover Replacement
  - Bids Opened on December 18<sup>th</sup> at 2:00 PM
    - Hypalon Bids: \$1,000,000 - \$1,292,166
    - Polypropylene: \$470,000 - \$762,608
  - Material Life Expecancy:
    - Hypalon: 30 Years
    - Polypropylene: 20 Years
  - Atlantic Lining Company, Inc, was low bidder for both materials with alternate price for 5 year workmanship warranty being \$2000.
  - Engineer & Staff Recommendation to award bid to Atlantic Lining for Polypropylene with Alternate for 5 year workmanship warranty.
  
- Knox Avenue Pump Station Upgrades
  - Gannett Fleming made a site visit on January 10<sup>th</sup>, 2019.
  - Basis of Design Report received on January 14<sup>th</sup>, 2019.
  
- Lower Nazareth Project
  - PennVEST submission due February 6, 2019.
  - PennVEST required Board Resolution.
  - Met with PennDOT regarding Route 33 HOP Application. Waiting for feedback.
  - Bid/Construction in late spring/early summer 2019.
  
- Filbert Street, Schaffer Court Water Main Improvements
  - Replacing 600' of 3" & 4" CIP with 4" DIP
  - Main and Laterals for Schaffer Court in rear of homes, approximately 5 feet from homes under decks, porches, patios, etc.
  - Main installation completed on January 8<sup>th</sup>, 2019.
  - Working on service lateral changeovers and replacements.
  - Existing mains will be abandoned once all laterals connected to new mains.
  
- Queen Street Project
  - 1,000' of 6" CIP in need of replacement.
  - Incorporate replacement of 1,500' of 16" CIP. Portion in easement between houses.
  - Overall project would be replacement of approximately 4,800' of CIP with DIP.
  - Looking to incorporate into bidding of Forks Township Improvements as one overall project.

- Keystone Consulting Engineers Engineering Proposal not to exceed \$26,000.

#### Water Treatment Plant

- Disinfectant By-Products Control Strategies
  - Put together a strategic plan
    - Profiling
    - Tanks Fill
      - Inlet/outlet
      - Aeration
      - Disinfectant
      - PAC//GAC
    - Take awhile
    - Lab comparison
- EPA considering changes in Clean Water Act
  - Reduce Industrial pollution requirements
  - PADEP did a survey of Delaware possibility of spills

#### Administration

- Legislation
  - HB 104 – Auditor General
  - Random Audits
  - Authority pays
  - Environmental service
  - HB – 798- PUC Jurisdiction
  - Eliminate Municipal Authorities Act
  - Eliminate tapping fees and developer material contributions
  - Financial benefits for customers would be eliminated
- Continued discussion on Consultants
- Year-end collectibles / write offs - \$569.99

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mr. Walker, requisitions were approved for payment January 14, 2019 (items 3967-71, totaling \$167,559.57). 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 the disinfectant By-Products.

**Budget and Finance –**

No Report

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

No Report

**NEW BUSINESS**

On a motion from Mr. Moorehead, seconded by Mr. Hopkins, the Board authorized the acceptance of the bid of Atlantic Lining Co, Inc. in the amount of \$470,000.00 base bid for the polypropylene cover and the bid of \$2,000.00 for the five-year workmanship warranty for the purpose of replacing the presently existing covers on the Twin Reservoirs part of the Twin Reservoirs Cover Replacement Project and authorizing the awarding of said contract to the same subject to the terms and conditions pursuant to a certain project manual prepared by Gannett Fleming Engineers dated November 2018 as revised.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veresink, seconded by Mr. Barefoot, The Board authorized an application to submit a Financial Assistance Application to the Pennsylvania Infrastructure Investment Authority (PENNVEST), substantially in the form presented at this meeting for the purpose of financing/partially financing the construction, rehabilitation and /or extension of the water system, and to give such security as shall be required by PENNVEST, and in connection therewith to pay for such professional services and other necessary expenses incurred in connection with obtaining said financial assistance. Appropriate officers of the Applicant are hereby authorized to execute all certifications and documentation required in connection with the application and the executive director or business manager is authorized to make online actions required in connection with the application.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, seconded by Mrs. Kennon, the board accepted a proposal dated January 11, 2019, from Keystone Engineering for professional services to be rendered on the Water Main Replacement Project 2019 in an amount not to exceed \$26,000.00.

Motion adopted by the following vote:

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

Nays: None

The Board voted to approve Mr. Cain as Chairman of the Board.

Motion adopted by the following vote:

Yeas: Barefoot, Kennon, Veshosky, Walker, Veresink, Mauro, Hopkins, Moorehead (8)

Abstain: Mr. Cain

The Board voted to approve Mr. Walker as Vice Chairman of the Board.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Veshosky, Veresink, Mauro, Hopkins, Moorehead (8)

Abstain: Mr. Walker

The Board voted to approve Mr. Veresink as Secretary of the Board.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Veshosky, Walker, Mauro, Hopkins, Moorehead (8)

Abstain: Mr. Veresink

The Board voted to approve Mr. Hopkins as Assistant Secretary of the Board.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Veshosky, Walker, Veresink, Mauro, Moorehead (8)

Abstain: Mr. Hopkins

The Board voted to approve Mr. Barefoot as Treasurer of the Board.

Motion adopted by the following vote:

Yeas: Cain, Kennon, Veshosky, Walker, Veresink, Mauro, Hopkins, Moorehead (8)

Abstain: Mr. Barefoot

### **ADJOURNMENT**

On a motion from Mr. Veshosky, seconded by Mrs. Kennon, the meeting was adjourned at 4:00 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary