

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

**Easton, PA
Monday
July 10, 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 (Phone)
Theodore Veresink
Dave Hopkins
Mary Kennon
Robert Walker
Donald Lockard
David Veshosky
Wayne Barefoot

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

There was no comment from the floor at this time.

ACTION ON MINUTES

On a motion from Mr. Veresink, seconded by Mrs. Kennon, the minutes of the June 12, 2017 meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the June 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.

- New Service Laterals – 70
 - 69 – ¾” Domestic / 1” Fire Madison Farms Phase IV (Bethlehem Township)
 - 1 – ¾” 1608 Mitman Road (Forks Township, had well)
- Service Replacements – 3
 - 1 – ¾” 807 South 23rd Street (Wilson, lead service)
 - 1 – ¾” 1830 Lehigh Street (Wilson, lead service)
 - 1 – ¾” 20 North 9th Street (Easton, lead service)
- Service Changeovers – 6
 - 6 – ¾” South 23rd Street (Wilson, connected copper services to 12” main from 6” main, 6” main abandoned)
- Hydrant Replacement - 11
 - Daniels Road
 - 479 Lark Street
 - 4492 Graystone Drive
 - 4530 Graystone Drive
 - 4527 Foxtail Drive
 - 4547 Foxtail Drive
 - 4556 Foxtail Drive
 - 4479 Meadow Drive
 - 4510 Meadow Drive
 - 4533 Meadow Drive
 - Mountain View Road & Vista Drive
- Hydrant Repairs – 1
 - George Street & Chestnut Ridge Circle (Easton, unknown vehicle)
- Blow Off Repairs – 4
 - 1” Adams Street (Forks)
 - 2” Vista Court (Forks)
 - 2” – Lower Hollow Road (Palmer)
 - 2” – Lower Way Road (Palmer)
- New Meters Installation – 17
 - 7– 5/8” COE
 - 8 – 5/8” ESWA
 - 1 – 1- 1/2“ ESWA
 - 1 – 2” ESWA

- Meter Changes - 133
 - 13 – 5/8” COE
 - 107 – 5/8” ESWA
 - 1 – 3/4” COE
 - 4 – 3/4” ESWA
 - 2 – 1-1/2” ESWA
 - 1 – 2” ESWA
 - 1 – 4” COE
 - 1 – 6” COE
 - 2 – 6” ESWA
 - 1 – 8” ESWA

- MTU's
 - 131 - COE
 - 50 – ESWA

- Ally Meter Beta#2 – Sensus & ESWA Update
 - 35 meters are installed and functioning
 - Schedule on/off/reduce M-F 9am-3pm depending on customers.
 - Working with Sensus, bi-weekly meeting on reviewing software, communication issues, firmware updates, etc...

- Turn Off for Non-Payment of Water -23
 - 9 – COE
 - 14 – ESWA
- Turn Off for Non-Payment of Sewer - 35
 - 17 – COE
 - 18 – ESWA

Customer Service

- Bill Date: 4/18/17, Due 5/20/17
 - Bills = 12,948 Meters read = 12,948
 - Amount billed = \$1,224,196
- April 2017
 - Termination List 6/22/17
 - Termination Calls = 161
 - 67 Termination door hangers
 - 18 Payment agreements /”will pay”
- Site Visits = 13
 - Wilson = 0
 - West Easton = 0
 - Williams = 0
 - Lower Nazareth = 0
 - City of Easton = 0

- Glendon = 0
- Forks = 7
- Palmer = 6
- Bethlehem Twp = 0
- Actual Terminations
 - Wilson = 0
 - West Easton = 0
 - Williams = 0
 - Forks = 7
 - Lower Nazareth = 0
 - Glendon = 0
 - Palmer = 5
 - Bethlehem Twp = 4
 - City of Easton = 8

Authority Projects

- Canal Street & Wood Avenue (Gannett Fleming)
 - New Advertisement: June 15th
 - Bids Opened: June 29th
 - Apparent Low Bid: \$2,032,572.00
 - Estimated Construction Cost: \$2,700,000
 - Requesting Approval of Low Bid Today
- Lower Nazareth Township Project
 - County passed Ordinance approving easement agreement on June 15th.
 - Met with Northampton County Conservation District on June 21st to review permitting requirements.
 - Met with PennDOT to review Route 191 alignment on July 7th.
 - Due to schedule and potential PennDOT Route 191 paving, the Route 191 work may need to be bid separately prior to the Pumping Station and related Water Mains.
- Wilden Acres Tank
 - Received Final Pay Estimate Request in the amount of \$74,306.23. Holding payment until blast media cleanup is completed.
 - JMT Environmental Technologies Prepared Cleanup/Remediation Plan that has been approved by DEP.
 - JMT Environmental Technologies performed work June 12th through June 16.
 - JMT Environmental Technologies schedule to complete work at tank site on July 11th or 12th.
 - Once work is completed, a close out report will be prepared and submitted to PA DEP.

- 2017 Palmer Township Water System Improvements Project
 - Bid Advertisement: June 14th
 - Requesting authorization to advertise for bids today.
 - Tentative Schedule:
 - Advertisement: June 14th
 - Bid Opened: July 6th
 - Apparent Low Bid:
 - Total Basic: \$973,605.00
 - Total Unforeseen: \$35,350.00
 - Total Alternate 1: \$54,560.00
 - Total Alternate 2: \$54,560.00
 - Total Alternate 3: \$38,141.25
 - Total Alternate 4: \$125,842.50
 - Intended Alternates 1 and 4
 - Total Bid: \$1,189,357.50
 - Estimated Construction Cost: \$1,460,000.00
 - Requesting Approval of Low Bid Today

Water Quality & Treatment

- Water Treatment Plant
 - Revised Total Coliform Rule
 - Review by Independent Regulatory Review Commission
 - Replacement of Carbon Filter Media - Completed
 - Iodine Effectiveness Testing implemented
 - Lead Service Line
 - Senate Bill 639 – Utilization of PennVest Funds
 - Senate Bill 656 – Utilization of Local Government Funds

Administration

- Pension Plan
 - Timeline Provided
 - Termination Letter Issued – Board Approval
- PennVest Interest Increase
 - Blended Rate Increased by 20 bps
- Insurance Renewals
 - Renewal Date August 8th
 - Proposing 5% Increase for Building/Property Blanket Coverage
 - \$93,000,000 to \$97,650,000

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Veshosky, requisitions were approved for payment July 10, 2017 (items 3871-3873, totaling \$261,709.71). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed Board membership questions, pension and PennVest funding.

Budget and Finance –

Mr. Barefoot stated the committee met with Palmer & Co to review the 2016 Audit and everyone received a copy to review. It was a clean report.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit June, 2017; Cash Flow Forecast 2017; and Income Statement – Budget Comparison for May 2017.

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. Veshosky, seconded by Mr. Walker, the Board authorized the acceptance of the bid of Joao & Bradley Construction Co., in the amount of \$2,032,572.00 on the 2017 Water Distribution System Improvements Project for the purpose of replacing approximately 4,856 lineal feet of sixteen inch, 2,506 lineal feet of twelve inch, and 1,226 lineal feet of eight inch ductile iron pipe, water mains and appurtenants, including three control valve chambers; 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 January, 2017.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Barefoot, Kennon, Colton, Veresink, Hopkins, Walker, Lockard, Veshosky (8)

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Hopkins, The Board hereby authorizes the Chairman or the Vice Chairman, and the Secretary or the Assistant Secretary, to execute a certain Highway Restoration and Maintenance Bond if needed for the Water Distribution System Improvements Project, SR 2024 Occupancy Permit No. 05053276, as well as any additional documents associated therewith and consistent therewith, as required by the Pennsylvania Department of Transportation”.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Walker, seconded by Mr. Lockard, the Board authorizing the acceptance of the bid of Michael F. Ronca & Sons, Inc in the total basic amount of \$973,605.00; total unforeseen in the amount of \$35,350.00; Total alternate 1 in the amount of \$54,560.00; Total alternate 2 in the amount of \$54,560.00; Total alternate 3 in the amount of \$38,141.25 and Total alternate 4 in the amount of \$125,842.50 for the purpose of replacing approximately 10,455 lineal feet of water main and pavement restoration in Palmer Township on the following roads: Northgate Blvd; Highland Drive; Winding Way; Bridalpath Rd; Sherwood Road; Marc Lane; Van Buren Road; Hawthorne Ct; Logan Drive; Brentwood Ave; Robin Road and Beaver Lane; and authorizing the awarding of said contract to the same subject to the terms and conditions pursuant to a certain project manual prepared by Keystone Consulting Engineers, Inc. dated June 2017.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veresink and seconded by Mrs. Kennon, the Board of Directors of the Easton Suburban Water Authority hereby authorizing the acceptance of a certain funding offer approved and dated April 19, 2017 from the Pennsylvania Infrastructure Investment Authority for borrowing by the Authority in the aggregate principal amount of up to three million four hundred one thousand nine hundred dollars (3,401,900.00) for the purpose of providing funds to finance the improvements and upgrade to the City of Easton Water Distribution System and the construction, rehabilitation and extension of the water system as part of the Canal Street and Wood Avenue Water Main and Control Valve Chamber Improvements Project, and to pay costs and expenses of securing such loan; authorizing the execution and delivery of pledges as more specifically defined in said offer; approving the forms, terms and conditions of a certain funding offer issued by the Pennsylvania Infrastructure Investment Authority; authorizing the execution of loan documents and providing for the authentication of delivery thereof; and all such other matters consistent with said funding offer.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Veshosky, The Board of Directors of the Easton Suburban Water Authority passed a declaration of official intent to reimburse general funds and short-term borrowed funds used to construct improvements to its water distribution facilities with funds received from the Pennsylvania Infrastructure Authority.

Pursuant to federal requirements set forth at 26 C.F.R. 1.150-2, the Funding Recipient officially intends to reimburse its general fund and short-term borrowed funds for Project costs incurred by the Funding Recipient with the proceeds of the PENNVEST Debt Obligation up to the maximum principal amount of \$3,401,900.00.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mrs. Kennon, the meeting was adjourned at 3:49 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary