

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

**Easton, PA
Monday
July 9, 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

Absent: Wayne Barefoot
Mary Kennon

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 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 June 11, 2018 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Lockard, Veshosky, Hopkins, Colton (7)

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.

- 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
 - Sterling Crossing Phase III (Lower Nazareth Township)
 - 201' of 8"
 - St Luke's Tower 2 (Bethlehem Township)
 - Replaced 62' of 8" DIP
 - Vermont Street (Palmer Township)
 - 440' of 8"

- Service Lateral Installations – 14
 - 2 – 6" 1872 St. Luke's Boulevard (Bethlehem)
 - 1 – 1-1/2" 241 North 13th Street (Easton)
 - 8 – 3/4" Sterling Crossing Phase III (Lower Nazareth)
 - 1 – 3/4" 379 Arlington Street (Palmer)
 - 1 – 6" Fire 1872 St. Luke's Boulevard (Bethlehem)
 - 1 – 4" Fire 241 North 13th Street

- Service Replacements – 3
 - 2 – 3/4" 838/840 Packer Street (Easton, lead services)
 - 1 – 3/4" 75 North 4th Street (Easton, lead service)

- Service Repairs – 2
 - 1 – 3/4" 2500 Raya Way (Bethlehem)
 - 1 – 3/4" 810 Fairfield Avenue (Forks)

- Service Reconnections – 9
 - 9 – ¾” Vermont Street (Palmer)
- Upcoming Developments
 - Tri Farms Phase VI-A
- New Meters Installation – 24
 - 5 – 5/8” COE
 - 19 – 5/8” ESWA
- Meter Changes - 276
 - 18 – 5/8” COE
 - 244 – 5/8” ESWA
 - 6 – 3/4” ESWA
 - 1 – 2” COE
 - 2 – 2” ESWA
 - 2 – 3” COE
 - 1 – 4” COE
 - 1 – 4” ESWA
- MTU’s
 - 131 - COE
 - 49 – ESWA
- Turn Off for Non-Payment of Water -26
 - 11 – COE
 - 15– ESWA
- Turn Off for Non-Payment of Sewer - 0
 - 0 – COE
 - 0– ESWA

Customer Service

- Bill Date: 04/13/18, Due 5/20/18
 - Bills = 12,866 Meters read = 12,866
 - Amount billed = \$1,249,416
- June 2018
 - Termination List 6/12/18
 - Termination Calls = 217
 - 68 Termination door hangers
 - 2 Payment agreements /”will pay”
- Actual Terminations
 - ESWA – 15
 - COE – 11

Authority Projects

- Flushing
 - Started Flushing Knox Avenue System on 6/14/18 (Forks, Palmer, & Bethlehem Townships)
 - 6,606,011 Gallons flushed in June
 - 13,426,941 gallons flushed to date.
- SCADA System
 - Cellular and Cable as a Redundant System.
 - Ordered required equipment.
 - Coordinating installation/set up with Optimum Controls Corporation.
 - Upgrading of Radio Transmitters
 - Will be performed once redundant system is in operation.
- Canal Street & Wood Avenue (Gannett Fleming)
 - Pay Estimate #8 – Final recommended for approval today in the amount of \$13,599.13
- 2017 Palmer Township Water System Improvements Project (KCE)
 - Water System work completed.
 - Pavement restoration completed in the Bridalpath area.
 - Pavement restoration completed in the Brentwood Area.
 - Stones Crossing pavement restoration to be completed the week of July 9th.
 - No pay estimate provided for June.
 - Final pay estimate will be provided for approval at August Meeting.
- 2018 Forks Township Water System Improvements Project
 - Water main installation will begin the week of July 9th and is anticipated to be completed by July 27th.
 - Anticipated that water service lateral reconnections will be completed by August 10th.
 - ESWA will install temporary pavement in water trenches as work is completed.
 - Permanent pavement restoration will be coordinated with Forks Township, likely performed in 2018.

Water Treatment Plant

- New Employee
- Twin Reservoir Meeting

Administration

- Personnel Committee – July 17th.

APPROVAL OF REQUISITIONS

On a motion from Mr. Veshosky, seconded by Mr. Walker, requisitions were approved for payment July 9, 2018 (items 3937-3941, totaling \$172,317.88). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Lockard, Walker, Veshosky, Hopkins, Colton (7)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed Board appointments and also discussed Mr. Charles Churchman.

Budget and Finance –

No Report

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

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

No Report

Risk Management Committee –

Mr. Veresink stated the committee will meet July 24th.

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Veshosky, the meeting was adjourned at 3:39pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Lockard, Walker, Veshosky, Colton, Hopkins (7)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary