

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

**Easton, PA
Monday
June 12, 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
Mary Kennon
Robert Walker
Donald Lockard
David Veshosky

Absent: Wayne Barefoot

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. Colton, seconded by Mr. Veresink, the minutes of the May 8, 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 (8)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the May 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 – 1
 - 1 – 4” Fire 1 Centre Square (Easton)
- Service Replacements – 3
 - 1 – ¾” 148 Pennsylvania Avenue (Easton, Lead Service)
 - 1 – ¾” 4674 Ash Drive (Lower Nazareth, plastic)
 - 1 – ¾” 7 Brentwood Avenue (Palmer)
- Service Repairs – 2
 - 1 – ¾” 810 West Milton Street (Easton)
 - 1 – ¾” 499 Cedar Lane (Lower Nazareth)
- Hydrant Replacement - 12
 - Hemlock Lane & Fir Drive
 - Lark Street & Meadow Drive
 - Ash Drive & Tulip Lane
 - Heritage Drive & Manor Drive
 - Vista Drive & School House Road
 - Fieldstone Drive & Heritage Lane
 - 512 Tulip Lane
 - Maria Drive & Hillcrest Drive
 - 4641 Fir Drive
 - 298 Keystone Drive
 - Highview Drive & School House Road
 - 4634 Pine Drive
- Hydrant Repairs – 1
 - 179 Mikron Road (Lower Nazareth)
- New Meters Installation – 29
 - 10– 5/8” COE
 - 17 – 5/8” ESWA
 - 2 – 1 “ COE
- Meter Changes - 233
 - 19 – 5/8” COE
 - 206 – 5/8” ESWA
 - 2 – ¾” ESWA
 - 1 – 1” COE
 - 1 – 1” ESWA

- 1 – 1-1/2” ESWA
 - 1 – 2” ESWA
 - 1 – 2” COE
 - 1 – 4” ESWA
- MTU’s
 - 189 - COE
 - 64 – ESWA
- Ally Meter Beta#2 – Sensus & ESWA
 - 35 Ally Meter Throughout our system 3-6 months inservice.
 - Hourly smart meter (alarms built in)
 - Remote Shut off
 - Temp Sensor
 - Pressure Sensor
 - Test Report back to Sensus
 - Operations
 - Installation & Programming
 - Sensors & valve operations
 - Software
 - Feature ESWA can do
 - Remote turn on/off/reduce flow
 - Threshold alarms for high/low pressure
- Turn Off for Non-Payment of Water -41
 - 20 – COE
 - 21 – ESWA
- Turn Off for Non-Payment of Sewer - 46
 - 27 – COE
 - 19 – ESWA

Customer Service

- Bill Date: 3/13/17, Due 4/20/17
 - Bills = 11,557 Meters read = 11,557
 - Amount billed = \$1,068,063
- March 2017
 - Termination List 04/07/2017
 - Termination Calls = 215
 - 50 Termination door hangers
 - 22 Payment agreements /”will pay”
- Site Visits = 17
 - Wilson = 0
 - West Easton = 0
 - Williams = 0
 - Lower Nazareth = 0
 - City of Easton = 7
 - Glendon = 0

- Forks = 0
- Palmer = 3
- Bethlehem Twp = 7
- Actual Terminations
 - Wilson = 2
 - West Easton = 0
 - Williams = 1
 - Forks = 0
 - Lower Nazareth = 0
 - Glendon = 1
 - Palmer = 7
 - Bethlehem Twp = 9
 - City of Easton = 20

Authority Projects

- Bethlehem & Palmer Township Improvements (KCE)
 - All water system work is complete.
 - Pavement restoration was completed in Bethlehem and Palmer Townships in April.
 - Pay Estimate #5 FINAL: \$44,715.75 is recommended for approval today.
- Canal Street & Wood Avenue (Gannett Fleming)
 - Bids opened May 17th.
 - Staff recommending to reject all bids due to error in estimated quantities.
 - Requesting Board authorization to re-advertise for bids.
 - Proposed Schedule:
 - Advertisement: Wednesday, June 14th.
 - Bid Opening: Thursday, June 29th.
 - Potential Award: Monday July 10th.
- Lower Nazareth Township Project
 - New Pumping Station
 - Provided draft easement agreement to Northampton County on February 15th for their review.
 - County Administration presented the agreement to County Council on June 1st.
 - Should be approved by County Council at their June 15th Meeting.
- 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 is scheduled to begin work on June 12th.
- Storage Tanks
 - Georgetown Tank
 - Cleaning performed on May 23rd.
 - Mixer installed on May 24th and is in operation.
 - Morgan Hill East:
 - Tank taken out of service on May 19th.
 - Cleaning performed on May 24th & 25th.
 - Tank placed back in service on June 2nd.
- 2017 Palmer Township Water System Improvements Project
 - Final Design being completed.
 - Requesting authorization to advertise for bids today.
 - Tentative Schedule:
 - Advertisement: Wednesday, June 14th
 - Bid Opening: Thursday, July 6th
 - Potential Award: Monday, July 10th.
- Estimated Construction Cost:
 - \$1,460,000

Water Quality & Treatment

- Water Treatment Plant
 - Taste and Odor Inquiries
 - Plant Superintendent
 - Revised Total Coliform Rule
 - Partnership for Safe Water

Administration

- Pension Plan
- 2016 Audit

APPROVAL OF REQUISITIONS

On a motion from Mr. Walker, seconded by Mr. Lockard, requisitions were approved for payment June 12, 2017 (items 3866-3870, totaling \$318,821.06). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed the Canal Street Project and the Board action required today. They also discussed the Brentwood suit and the Wilden Acres Tank situation.

Budget and Finance –

No Report

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

Pension Committee –

Mr. Barefoot stated he needs the Board Approval to select a new Record Keeper.

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Lockard stated there is a new flow chart and that the Committee will meet to discuss it.

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mr. Veresink, seconded by Mrs. Kennon, the Board authorized the rejection of all bids from all interested bidders 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 re-bidding of said project pursuant to a certain project manual prepared by Gannett Fleming Engineers, dated January, 2017 and subsequently amended thereafter.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veshosky, seconded by Mrs. Kennon, The Board is authorizing and directing Keystone Consulting Engineers, Project Engineer for the 2017 Water Main Replacement Project, Palmer Township, to advertise for bids under the terms and conditions of the previously issued authorization to proceed, said authorization having been issued at the March 17, 2017 meeting of the Board of Directors.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veresink, seconded by Mr. Walker, the Board authorized the acquisition of a certain easement of approximately .024 acres across the lands of C.J. Milano Properties LLC, located at the intersection of Knox Avenue and Sullivan Trail in the Township of Forks.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Walker and seconded by Mrs. Kennon, the Board of Directors of the Easton Suburban Water Authority hereby authorizes and approves the replacement of the custodian, the Principal Financial Group, with Empower for Easton Suburban Water Authority Pension Plan.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 3:59 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz

