

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

**Easton, PA
Monday
June 10, 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)
Wayne Barefoot
Mike Moorehead
Joe Mauro
Dave Veshosky
Theodore Veresink
Robert Walker
Mary Kennon

Absent: David Hopkins

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. Morehead, seconded by Mr. Veresink, the minutes of the May 13, 2019 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

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

- Service Lateral Installations – 5
 - 2 – 2” Sullivan Parke Apartments (Forks)
 - 2 – 4” Fire Sullivan Parke Apartments (Forks)
 - 1 – 8” 723 Coal Street (Easton, Cheston School)
- Service Lateral Replacements - 1
 - 1 – 3/4” 831 West Burke Street (Easton)
- Service Lateral Repairs – 1
 - 1 – 3/4” 923 Ferry Street (Easton)
- Main Breaks – 1
 - 8” – 2225 Sheffield Drive (Forks, Split DIP)
- Fire Hydrant Repair – 2
 - William Penn Shopping Plaza (Palmer)
 - Roy Court & Spring Lane (Forks)
- Blow Off Repairs – 1
 - 2” Blowoff at Wagon Wheel Drive & Zucksville Road (Forks)
- Valve Repairs – 10
 - Repaired 2 – 8” valves at Washington Street & Donegal Drive (Bethlehem)
 - Repaired 8” valve at Sheffield Drive & Sheriff Drive (Forks)
 - Repaired 3 – 6” valves at Applewood Drive & Russet Drive (Palmer)
 - Repaired 6” valve at Applewood Drive & Audubon Street (Palmer)
 - Repaired 6” valve at 3001 William Penn Highway (Palmer)
 - Repaired 6” valve at 3706 Easton-Nazareth Highway (Palmer)
 - Repaired 4” valve at 18 Tamarack Court (Palmer)
- Abandoned valves – 2
 - Abandoned 2 – 6” valves at Hillside Avenue & Stewart Street (Wilson)
- New Meters Installation – 40
 - 6 – 5/8” COE
 - 28 – 5/8” ESWA
 - 1 – 1” COE
 - 1 – 1” ESWA
 - 1 1-1/2” COE
 - 1 – 4” COE
 - 1 – 6” COE
 - 1 – 6” ESWA

- Meter Changes - 165
 - 19 – 5/8” COE
 - 128 – 5/8” ESWA
 - 1 – 3/4” COE
 - 2 – 1” COE
 - 1 – 1-1/2” COE
 - 8 – 2” ESWA
 - 4 – 3” COE
 - 1 – 3” ESWA
 - 1 – 4” ESWA

- MTU's - 294
 - 127 - COE
 - 167 – ESWA

- Turn Off for Non-Payment of Water -27
 - 6 – COE
 - 21– ESWA

- Turn Off for Non-Payment of Sewer - 2
 - 0 – COE
 - 2– ESWA

Customer Service

- Bill Date: 3/15/19, Due 4/20/19
 - Meters Read & Billed = 1,667
 - Amount billed = \$1,145,753
- May 2019
 - Termination List 5/14/19
 - Termination Calls = 244
 - 69 Termination door hangers
 - 3 Payment agreements /"will pay"

- Actual Terminations
 - ESWA – 24
 - COE – 8

Authority Projects

- Twin Reservoirs Cover Replacement
 - Preconstruction Meeting held on April 23rd, 2019.
 - Contractor provided revised schedule with liner installation.
 - Notice to drain East Reservoir to be issued on June 17, 2019. ESWA provided two weeks to drain.
 - Demolition of existing cover to start July 1, 2019.
 - New liner and cover installed to be completed by July 24, 2019.

- Knox Avenue Pump Station Upgrades
 - Bids Opened on June 6, 2019.
 - Contract 1 General: \$336,623.00 Blooming Glen Contractors, Inc.
 - Other bids, \$338,830.00, \$568,000.00
 - Contract 11 General: \$354,540.00 Eastern Environmental Contractor, Inc.
 - Other bid, \$409,467.00
 - Requesting Board to authorize award to lowest responsible bidder based on Solicitor & Engineer review.
- Updated Schedule:
 - 6/10/19: Award Bid
 - 11/1/19: Begin Construction
- Lower Nazareth Project
 - Route 191 PennDOT Permit Application submitted on May 16th.
 - Route 33 PennDOT Permit Application submitted on June 7th.
 - Extension was granted for Land Development Approval from Lower Nazareth Township.
- Queen Street Project
 - Plans completed.
 - Submitted Street Opening Permit to Palmer Township on May 31, 2019.
 - Requesting authorization to advertise today once specifications are reviewed by staff and legal.
 - Estimated Construction Cost \$1,100,000.
 - Updated Schedule:
 - June 10, 2019: Authorization to advertise
 - July 8, 2019: Award Bid
 - July 29, 2019: Start Construction
 - October 31, 2019: Substantial Completion
 - May 31, 2020: Final Completion
- Flushing
 - Flushing Knox South Area, which is southern portion of Palmer Township.
 - Knox South to be completed on July 12, 2019.
 - Will be flushing North High System (Forks) next.
- Valve Inspection
 - Distribution Department began valve inspection/exercising in March (9,457).
 - Have inspected 4,044 Valves to date.
 - 42% completed
 - 5,413 valves still need to be inspected.

Administration

- Social Security Seminar
- Finance Advisor meetings

Operation

- Caustic Soda Storage
 - Project Schedule
 - 6/28/19: Bid Opening
 - 7/8/19: Award Bid
 - 8/5/19: Notice to Proceed
- Water Quality Site Studies
 - Disinfection By-Products
 - Lead & Copper
- Clearwell Inspections
 - To be performed by Corrttech

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Veshosky, requisitions were approved for payment June 10, 2019 (items 3992-3996, totaling \$163,808.68). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed quality and sampling matters as well as two actions we will be taking today.

Budget and Finance –

No Report

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

On a motion from Mr. Walker, seconded by Mr. Veresink the Board authorized the advertising for bids for the 2019 Water Main Replacement Project also known as the Queen Street Project subject to the solicitor's review of the appropriate bid documents including the project manual.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veshosky, seconded by Mr. Moorehead, the Board authorized the acceptance of the bid of Blooming Glen Contractors, Inc. in the amount of \$336,623.00 for the Knox Avenue Pumping Station Upgrades, general contract; authorizing the acceptance of the bid of Eastern Environmental Contractors, Inc. in the amount of \$354,540.00 for the Knox Avenue Pumping Station Upgrades, electrical work; and authorizing the awarding of said contracts to the same subject to the terms and conditions pursuant to a certain project manual prepared by Gannett Fleming Engineers dated May 2019 as revised.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

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

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary