

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

**Easton, PA
Monday
May 14, 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
Dave Hopkins
Robert Walker
Donald Lockard
David Veshosky
Mary Kennon
R. Kirkwood Colton
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 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 April 9, 2018 meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the April 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 Replacements - 1
 - 1 – ¾" 838 Northampton Street (City of Easton, lead service)
- Cut in Valves - 2
 - 6" – 20th & Northampton Streets (Wilson)
 - 4" – 13th & Pine Streets (Easton)
- Valve Replacements - 2
 - 8" – Folk & Nesquehoning Streets (Easton)
 - 6" – Porter & parsons Streets (Easton)
- Repaired Valves – 2
 - 6" - Folk & Cooper Streets (Easton)
 - 4" – Milton & Davis Streets (Easton)
- Distribution personnel are repairing/adjusting valve boxes for various paving projects throughout the system.
- New Meters Installation – 36
 - 5 – 5/8" COE
 - 23 – 5/8" ESWA
 - 2 – 1" COE
 - 5 – 1" ESWA
 - 1 – 3" ESWA
- Meter Changes - 110
 - 23 – 5/8" COE
 - 72 – 5/8" ESWA
 - 2 – ¾" ESWA
 - 1 – 2" COE
 - 7 – 2" ESWA
 - 2 – 3" COE
 - 1 – 3" ESWA
 - 2 – 4" ESWA
- MTU's
 - 166 - COE
 - 77 – ESWA

- Turn Off for Non-Payment of Water -24
 - 10 – COE
 - 14– ESWA
- Turn Off for Non-Payment of Sewer - 17
 - 7 – COE
 - 10– ESWA

Customer Service

- Bill Date: 02/12/18, Due 3/20/18
 - Bills = 9,049 Meters read = 9,049
 - Amount billed = \$1,003,673
- April 2018
 - Termination List 04/06/18
 - Termination Calls = 188
 - 40 Termination door hangers
 - 5 Payment agreements /"will pay"
- Actual Terminations
 - ESWA – 14
 - COE – 10

Authority Projects

- Flushing
 - Began flushing in the Suburban North High System on April 25th.
- SCADA System
 - Existing radios are becoming obsolete.
 - Reviewing options for radio replacement as well as system redundancy.
- Canal Street & Wood Avenue (Gannett Fleming)
 - Water System Work Completed.
 - Pavement restoration should be completed the week of May 14th.
 - Creating final punch list for contractor to address.
 - Pay Estimate #6 recommended for approval today in the amount of \$432,149.30.
- 2017 Palmer Township Water System Improvements Project (KCE)
 - Water System work completed.
 - Stones Crossing work completed on March 23rd.
 - Pay Estimate #7 in the amount of \$121,205.75 recommended for approval today.
 - Pavement restoration should be completed in the Bridalpath area the week of May 14th. Pavement restoration in the Brentwood Area should begin the week of May 21st.

- 2018 Forks Township Water System Improvements Project
 - Will proceed with advertising the work on Arndt Road and Devil's Cave Trail this month.
 - Planning to open bids prior to June 11th Board Meeting so low bidder can be approved at that meeting.
 - Will allow construction to be performed during the summer when school traffic is reduced.
 - Old Mill Road will require more in depth review due to conflicts with replacement of new 12" water main. Will look to revise and bid that as part of 2019 water system improvements.

Water Treatment Plant

- Minimum Chlorine Residual Rule
- EPA UCMR4 Monitoring
- Triannual PA DEP Inspection

Administration

- PA DEP – Budget and Update of Fees
- Twin Reservoirs Cover Replacement

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mrs. Kennon, requisitions were approved for payment May 14, 2018 (items 3923-3930, totaling \$564,509.92). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed water treatment plant items and outcome of the search for two new Board members.

Budget and Finance –

Mr. Barefoot stated the committee has copies of the audit and they will set up a meeting with Palmer & company to review.

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

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 3:42pm.
No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary