

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

**Easton, PA
Monday
November 9, 2015
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: R. Kirkwood Colton
 Dave Hopkins
 Theodore Veresink
 Wayne Barefoot
 Mary Kennon
 Robert Walker
 Donald Lockard

Absent: Timothy A. Cain (Chairman)
 David Veshosky

Also in attendance were Roy White, Executive Director, Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor, Lewis & Walters; Rachel Govelovich, Gannett Fleming Inc; Holly Frantz, Recording Secretary; Jim Donahue, Account Executive with ABM.

COURTESY OF THE FLOOR

Jim Donahue with ABM Building & Energy Solutions stated he wanted to meet our Board members and get a feel for what we do here.

ACTION ON MINUTES

On a motion from Mr. Colton, seconded by Mr. Barefoot, the minutes of October 12, 2015 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Colton, Hopkins, Veresink, Walker, Barefoot, Lockard (6)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the November 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 - 6
 - 2 – ¾” 125/127 North 13th Street (City of Easton, replaced lead services)
 - 2 – ¾” 129/131 9th Street (West Easton, replaced lead services)
 - 1 – ¾” 328 Porter Street (City of Easton, replaced leaking lead service)
- Service Repair - 1
 - 1 -¾” 3643 Baldwin Drive (Palmer Township, replaced leaking curb stop)
- Main Breaks – 2
 - 8” – 518 Old Mill Road (Forks Township, radial break)
 - 4” – Lehigh Drive & Lynn Street (Easton, radial break)
- Curb Box Maintenance – 12
 - 5 – COE
 - 7 – ESWA
- New Meters Installation - 31
 - 1 – 5/8” COE
 - 18 – 5/8” ESWA
 - 2 – ¾” ESWA
 - 5 – 1” ESWA
 - 1 – 2” COE
 - 2 – 2” ESWA
 - 2 – 3” ESWA
- Meter Changes - 101
 - 15 – 5/8” COE
 - 79 – 5/8” ESWA
 - 1 – 1” ESWA
 - 1 – 1-1/2” ESWA
 - 1- 2” COE
 - 1 -2” ESWA
 - 1 – 3” ESWA
 - 1 – 4” ESWA
 - 1 – 6” COE

- MTU's – 221 (ESWA Installed)
 - 80 - COE
 - 141 – ESWA
- AMI Project -
 - Punch list items remain to be completed.
 - Software related (Data Sync, procedures, etc.)
- Turn Off for Non-Payment of Water -31
 - 6 – COE
 - 25 – ESWA
- Turn Off for Non-Payment of Sewer - 2
 - 0 – COE
 - 2 – ESWA
- Flushing
 - Flushing was completed in the 15th Street System (West Easton & Wilson) on October 23rd.
 - Flushing was started in the Suburban Morgan Hill System (Glendon & Williams) on October 26th and completed on October 29th.
 - Water Used: 5,351,732 gallons
 - Year To Date: 33,317,902 gallons

Authority Projects

- Wilden Acres Tank Painting
 - Tank Taken out of service Monday September 14th.
 - Pro-Spec mobilized in late September.
 - Interior blasting and painting starting on October 12th.
 - Interior is primed, working on intermediate coat.
 - Exterior blasting began week of November 2nd.
 - Substantial completion (tank back in service) deadline is December 1st.
- North High Tank Cleaning
 - North High Tank taken out of service on November 2nd for cleaning by Authority Personnel.
 - Cleaning was completed on November 4th, the tank was then disinfected and began refilling the tank.
 - Sample taken on November 6th and tank was placed back in service on November 7th.

- Lower Nazareth Pump Station
 - Survey and Easement Engineering Agreement with Gilmore and Associates finally executed.
 - Attorney Walters will have full title searches performed for the properties that may be affected.
 - Waiting on Northampton County to begin work on the easement agreements.
- Berks Street Project
 - ESWA replacing 850' of 6" unlined, cast iron main with 8" ductile iron water main.
 - Several main breaks in recent years and high amount of internal corrosion.
 - Water main installation was started on October 20th and completed on November 3rd.
 - Service lateral changeovers will be started the week of November 9th.
 - Palmer Township will be overlaying the street in 2016.
- Tank Maintenance Program
 - ESWA and Gannett Fleming performed annual review of our Tank Maintenance Program, determining schedule for 2016 work.
 - In the Spring of 2016, the Georgetown Tank will be robotically inspected and cleaned and the Twin Reservoirs will also be robotically inspected.
 - In the Fall of 2016, the Morgan Hill East Tank will be drained and cleaned and the Palmer, Plainfield and Wilden Acres Tanks will be robotically inspected. Inspection of Wilden Acres Tank will be prior to the end of 12 month maintenance period of painting contract.
- Hay Terrace, Lilac Lane, Washington Street & Watson Street Project
 - ESWA Replacing 3,000' of 6" and 8" unlined, cast iron main with 4" and 8" ductile iron water main.
 - Several main breaks in recent years on all streets.
 - Adding main on Lilac Lane to eliminate dead ends and improve water quality.
 - Water main installation to begin the week of November 10th.

Water Quality & Treatment

- Filter Media Replacement
- Drinking Water Protection Act
- EPA – published directive for Legionella
- PADEP – Final Project Inspection

Administration

- Finance Committee Meeting
- Right to Know Policy
- 457 (b) Amendments / Insurance
- PennVest Borrowing changes
- Power Purchase Bids
- Wage & Benefit recommendations

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Walker, requisitions were approved for payment November 9, 2015 (items 3770-3771, totaling \$230,349.25). No public comment was received.

Motion adopted by the following vote:

Yeas: Colton, Hopkins, Veresink, Walker, Barefoot, Lockard (6)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Lockard, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss several items including the high pump settlement, inspection and close for the Penn Vest loan. They also discussed a strategy to look at The PennVest items that are available to us.

Budget and Finance –

Mr. Barefoot stated he gave out the Operating Budget to review.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit October, 2015; Cash Flow Forecast 2015; and Income Statement – Budget Comparison for September 2015.

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.

Ad-Hoc Committee- By Laws-
No Report.

REPORT OF SOLICITOR

Mr. Walters stated the he prepared the Right to Know Policy. He will get copies out for Board members to review.

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Colton, the meeting was adjourned at 3:45 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Lockard, Hopkins, Barefoot, Walker, Kennon, Colton (7)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary