

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

**Easton, PA
Monday
November 14, 2016
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
Donald Lockard
Dave Hopkins
Wayne Barefoot

Absent: Mary Kennon
Robert Walker
David Veshosky

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. Veresink, seconded by Mr. Barefoot, the minutes of October 10, 2016 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Veresink, Barefoot, Lockard, Hopkins (6)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the October 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.

- Lead Service Replacements - 4
 - 2 – ¾” 614/616 Parsons Street (Easton)
 - 1 – ¾” 726 Paxinosa Ave (Easton)
 - 1 – ¾” 30 N 11th Street (Easton)
- Service repair - 2
 - 1 – ¾” 121 N. Sitgreaves Street (Easton, temporary repair of lead service)
 - 1 – ¾” 4591 Graystone Drive (Lower Nazareth, replaced curb stop)
- Main Breaks – 3
 - 12” – 1918 Sullivan Trail (Forks Township, radial break)
 - 6” – 3217 Bridalpath Road (Palmer Township, radial break)
 - 6” – 3329 Sherwood Road (Palmer Township, radial break)
 - Permalogger
- New Meters Installation – 16
 - 13 – 5/8” ESWA
 - 3 – 1” ESWA
- Meter Changes - 168
 - 12 – 5/8” COE
 - 150 – 5/8” ESWA
 - 4 – 3/4” ESWA
 - 1 – 1” ESWA
 - 1 – 2” COE
- MTU's
 - 313 - COE
 - 39 - ESWA
- Turn Off for Non-Payment of Water -45
 - 15 – COE
 - 30 – ESWA
- Turn Off for Non-Payment of Sewer - 12
 - 10 – COE
 - 2 – ESWA

Authority Projects

- Wilden Acres Tank Painting
 - Final Inspection performed on September 27th. Small punch list received and provided to contractor.
 - Contractor to address punch list the week of November 14th.

- Bethlehem & Palmer Township Improvements (KCE)
 - Water system work completed in Bethlehem Township on October 25th.
 - Water system work completed in Palmer Township on November 3rd.
 - Contractor performing permanent base course pavement restoration in Bethlehem Township and will be completed the week of November 14th.
 - Remaining permanent pavement restoration to be completed in Spring of 2017.
 - Staff requesting approval for Pay Estimate #2 in the amount of \$542,640.76.

- Canal Street & Wood Avenue (Gannett Fleming)
 - Preliminary Design Complete.
 - Highway Occupancy Permit: Need to address PennDOT review process & new comments.
 - City of Easton Easement on Wood Avenue (Hackett's Park) was executed and is being recorded.

- Pump Impeller Replacements
 - Kohl Brothers installed new impeller in Pump 1 at North High Pump Station on 11/7/16.
 - Increase in output from 1,100 gpm to 1,600 gpm.
 - Kohl Brothers installed new impeller in Pump 4 at Knox Avenue Pump Station on 11/8/16.
 - Increase output from 3,300 gpm to 3,700 gpm.

- Tank Maintenance Program
 - Cleaning of Morgan Hill East Tank
 - Early December, Weather Permitting
 - ROV Inspections
 - Palmer Tank
 - Plainfield Tank
 - Wilden Acres
 - Interior inspection prior to the end of 12 month warranty period. Tank returned to service in February of 2016.

Water Quality & Treatment

- Water Treatment Plant
 - High Service Pump Settlement
 - GAC Replacement
 - Lead Issue
 - Plant Pilot Study
 - Drought Warning

Administration

- PennVest / PADEP Planning Consultation – November 1st
- Finance Committee – November 9th
- Pension Committee – November 9th
- Personnel Committee – November 8th
- Power Purchase Extension
- CPR / First Aid Training

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Hopkins, requisitions were approved for payment November 14, 2016 (items 3829-3834, totaling \$856,055.49). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Barefoot, Colton, Veresink, Hopkins, Lockard (6)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss review of the budgets from Finance Committee and the wage recommendations and insurance benefits from Personnel Committee.

Budget and Finance –

Mr. Barefoot stated the committee met and reviewed the Capital Budget and will request the Board to approve it at December Meeting.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit October, 2016; Cash Flow Forecast 2016; and Income Statement – Budget Comparison for September 2016.

Pension Committee –

Mr. Barefoot stated the Pension Committee met and reviewed the contracts that we have with Cornerstone and there are some questions that they are waiting on the answers for.

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Lockard stated the committee met and reviewed the recommendations and evaluations for the past year and the new year. Also received the results back on the medical coverage and we are staying with Capital Blue Cross.

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

Mr. Walters stated that the last check was received from the settlement from the mediation and he will discontinue the lawsuit. He also stated we will review the changes to the employee manual at the December meeting.

NEW BUSINESS

The next Board meeting was changed from December 12' 2016 to December 13' 2016.

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:04 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Veresink, Barefoot, Colton, Lockard, Hopkins, (6)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary