

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

**Easton, PA  
Monday  
October 8, 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  
Robert Walker  
Dave Hopkins  
R. Kirkwood Colton  
Wayne Barefoot  
Joe Mauro  
David Veshosky

Absent: Mary Kennon

Also in attendance were Roy White, Executive Director, Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT 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. Colton, the minutes of the September 10, 2018 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Hopkins, Colton, Barefoot, Mauro, Veshosky (8)

Nays: None

### REPORT OF ENGINEER

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

- Developments
  - Trio Farms Phase VI-A (Lower Nazareth)
    - 559' of 8" on Beech Drive
    - 210' of 8" on Cottonwood Drive
    - New Fire Hydrant at Cottonwood Drive & Beech Drive
    - 8 – ¾" Domestic Services (Singles)
    - 12 – ¾" Domestic / 1" Fire (Townhomes)
- Service Lateral Repairs – 2
  - 1 – ¾" Louis Street (Wilson)
  - 1 – ¾" 89-1/2 Keystone Avenue (West Easton)
- Main Breaks – 2
  - 10" – Holly Street & Liberty Street (Glendon, Longitudinal)
  - 6" – Meadow Avenue (Palmer, Longitudinal)
- Repaired Valves – 2
  - 6" Valve at 3145 Val Vista Drive (Palmer)
  - 6" Valve at Northwood Avenue & Route 248 (Palmer)
- Repaired Blow Offs – 1
  - Repaired 1" Blow Off at 1613 Spruce Street (Wilson)
- Replaced Hydrants – 1
  - Northwood Avenue & Route 248 (Palmer)
- Repaired Hydrants – 2
  - Kathryn Street & Liberty Street (Palmer)
  - 5<sup>th</sup> Street & Washington Street (Easton)
- New Meters Installation – 23
  - 5 – 5/8" COE
  - 18 – 5/8" ESWA
- Meter Changes - 127
  - 7 – 5/8" COE
  - 115 – 5/8" ESWA
  - 1 – 1" ESWA
  - 1 – 2" ESWA
  - 1 – 6" ESWA
  - 1 – 8" ESWA

- MTU's
  - 45 - COE
  - 31 – ESWA
  
- Turn Off for Non-Payment of Water -30
  - 15 – COE
  - 15– ESWA
- Turn Off for Non-Payment of Sewer - 17
  - 17 – COE
  - 0– ESWA

#### Customer Service

- Bill Date: 07/15/18, Due 8/20/18
  - Bills = 11,906 Meters read = 11,873
  - Amount billed = \$1,338,344
- September 2018
  - Termination List 9/10/18
  - Termination Calls = 267
  - 80 Termination door hangers
  - 8 Payment agreements /"will pay"
- Actual Terminations
  - ESWA – 15
  - COE – 15
- Metered Accounts – (32,885)
  - ESWA is 100% AMI – We read all ou water meters from radio tower.
    - No walking, not drive by, manual reading (unless issue with devices)
- Two-way Smartpoints = 31,335
  - Send and receive data to the meter (on demand read, firmware, etc..)
- One-way Smartpoints = 1,550
  - Only can receive
  - Being replaced last view years, ETA end of 2019 100% 2way
- Leak detection loggers = 30
  - Placed in valve boxes around our system to detect water main and service leaks (uses the radio network to notify us of potential leaks)
- Additional Towers
  - 2019-2020 ESWA is adding to our infrastructure.
  - More devices and more features makes you aware of your network issues, so we are working to close those gaps and make our own system more reliable for 100% 2way system, leak detection, etc...
- Converting resolution to 1CF from 100CF ( been working on in 2018)
- Software Upgrade
  - Upgrading from Sensus Logic to Sensus Analytics
  - More features, more options, better support, no cost.
- Pressure monitoring
- Leak detection

- ESWA Auto Dialer – Rev 911
  - Software – Swift 911 (online)
  - More than just emergencies
    - Flushing
    - Construction, Paving, Road closures, water main shutdowns
    - Meter changes
    - Disconnects (water & sewer)
    - Emergencies (Water main breaks, Boil water notices, etc...)
- Security & Awareness Training
  - Started 4/2018- Awareness & Educate employees
  - #1 IT vulnerability is access granted by employees thru email viruses
  - 1<sup>st</sup> Round – Email & Phishing scams – gather baseline (April 2018 about 13%)
  - Training sessions (15 min- 30 min min interactive videos)
  - 3 more rounds of phishing scams – 10/2018 – 6.7% below below industry standard

#### Authority Projects

- Flushing
  - Completed Lower Nazareth System on 9/5.
  - Flushed Suburban Morgan Hill Systems from 9/6 to 9/12.
  - Flushed Suburban 15<sup>th</sup> Street from 9/12 to 10/3.
  - Started City of Easton South Side Twin Reservoirs System 10 10/3, should be completed on 10/9.
  - 7,319,915 gallons flushed in September.
  - 34,055,781 gallons flushed to date.
- 2018 Forks Township Water System Improvements Project
  - Water system work on Arndt Road & Devil's Cave Trail was completed.
  - Was waiting for UGI to field locate, which was finally completed.
  - KCE scheduling surveying of Appleblossom Road.
- Wilson Borough Water System Improvements
  - 22<sup>nd</sup> Street (Northampton street to Washington Boulevard)
  - 2200 Block of Ferry Street
  - Water system work completed the week of 9/3.
  - Trench restoration completed in September.
  - Borough overlay of street planned for October.

- 2018 Storage Tank Maintenance Program Items
  - ROV Inspections scheduled for October 29<sup>th</sup> & 30<sup>th</sup>.
    - Farmersville Tank
    - Georgetown Tank
    - North High Reservoir
    - Morgan Hill High Service Tank
    - 15<sup>th</sup> Street Tank
  - Morgan Hill West Tank to be drained and cleaned on October 31<sup>st</sup>.

#### Water Treatment Plant

- Lead Issue Update
  - PADEP requiring schools to test for lead before school can open
- Twin Reservoirs
  - Twin reservoir cover replacement will go out to bid in November.

#### Administration

- 2019 Operating Budget
  - 2019 Operating Budget provided to Finance Committee
- Easton Area Joint Sewer Authority
  - Provided ESWA service agreement
- Wage & Benefit Budget
  - Employee Wage & Benefit Budget being drafted

### APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Walker, requisitions were approved for payment October 8, 2018 (items 3950-3957, totaling \$138,915.03). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Hopkins, Colton, Barefoot, Mauro, 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 lead issues in the local schools. They also discussed committee assignments and restructuring.

#### **Budget and Finance –**

Mr. Barefoot stated the Finance committee will set a date and time for their next meeting.

At this time, Mr. Barefoot, discussed the following reports: Funds on Deposit September, 2018; Cash Flow Forecast 2018; and Income Statement – Budget Comparison for August, 2018.

**Pension Committee –**

No Report

**Retiree Benefits Ad-hoc Committee –**

No Report

**Personnel Committee –**

Mr. Cain stated that Mrs. Kennon will be the chair of this committee moving forward.

**Risk Management Committee –**

No Report

**Buildings and Properties Committee –**

No Report.

**REPORT OF SOLICITOR**

No Report

**New Business**

On a motion from Mr. Barefoot, seconded by Mr. Veshosky, the Board approved to elect Mr. Hopkins as the new Assistant Secretary of the Board.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Hopkins, Colton, Barefoot, Mauro, Veshosky (8)

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the Board approved to close the nominations.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Hopkins, Colton, Barefoot, Mauro, Veshosky (8)

Nays: None

Mr. Cain stated the Board elected Mr. Hopkins as Assistant Secretary of the Board by affirmative votes.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Hopkins, Colton, Barefoot, Mauro, Veshosky (8)

Nays: None

**ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:00 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Colton, Hopkins, Barefoot, Mauro, Veshosky (8)

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary

Pending Board Approval