

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

**Easton, PA
Monday
September 11, 2017
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
Dave Hopkins
Robert Walker
Donald Lockard
Mary Kennon

Absent: David Veshosky
Wayne Barefoot

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. Colton, the minutes of the August 14, 2017 meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

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

- New Service Laterals – 1
 - 1 – 4" Fire 225 Ferry Street (Easton)
- Service Replacements – 7
 - 1 – 1" 225 Ferry Street (Easton, replaced as part of fire service installation)
 - 1 – 1" 19 West Wayne Avenue (Easton, leaking lead service)
 - 1 – ¾" 4428 Maria Drive (Lower Nazareth, leaking plastic service)
 - 2 – ¾" 318/320 Second Street (West Easton, lead service, storm sewer project)
 - 2 – ¾" 314/316 Second Street (West Easton, lead service, storm sewer project)
- Hydrant Replacement - 2
 - Lower Nazareth Waterous Hydrants
 - 4422 Newburg Rd
 - Newburg Road & Fieldstone Drive
- Valve Repair – 1
 - Repaired 6" valve at Sycamore Drive & Crescent Drive (Palmer)
- Blow Off Repair- 1
 - Repaired 2" blow off at Mitman Road & Meco Road (Forks)
- Main Breaks – 1
 - 1 – 10" 225 Ferry Street (Easton, radial)
- Flushing
 - Started June 12th
 - Water used to Date:
 - 24,249,888 gallons
 - Flushing completed In:
 - Bethlehem Township
 - Forks Township
 - Palmer Township
- New Meters Installation – 25
 - 2– 5/8" COE
 - 19 – 5/8" ESWA
 - 1 – 1" COE
 - 1 – 1" ESWA
 - 1 – 2" COE
 - 1 – 3" ESWA
- Meter Changes - 137

- 17 – 5/8” COE
 - 114 – 5/8” ESWA
 - 1 – 3/4” ESWA
 - 1 – 1” ESWA
 - 1 – 2” COE
 - 3 – 4” ESWA
- MTU’s
 - 267 - COE
 - 55 – ESWA
- Turn Off for Non-Payment of Water -44
 - 19 – COE
 - 25 – ESWA
- Turn Off for Non-Payment of Sewer - 11
 - 11 – COE
 - 0 – ESWA

Customer Service

- Bill Date: 6/13/17, Due 7/20/17
 - Bills = 11,738 Meters read = 11,738
 - Amount billed = \$1,154,741
- June 2017
 - Termination List 8/9/17
 - Termination Calls = 241
 - 85 Termination door hangers
 - 43 Payment agreements /”will pay”
- Site Visits = 30
 - Wilson = 2
 - West Easton = 0
 - Williams = 0
 - Lower Nazareth = 1
 - City of Easton = 16
 - Glendon = 0
 - Forks = 2
 - Palmer = 4
 - Bethlehem Twp = 5
- Actual Terminations = 45
 - Wilson = 5
 - West Easton = 0
 - Williams = 0
 - Forks = 0
 - Lower Nazareth = 1
 - Glendon = 1
 - Palmer = 9
 - Bethlehem Twp = 10
 - City of Easton = 19

Authority Projects

- Canal Street & Wood Avenue (Gannett Fleming)
 - Contracts ready for signature today
 - Letter of no prejudice issued on August 24th.
 - Preconstruction Meeting being scheduled.
 - ESWA looking to add Reynolds & Grant Street Water Main Improvements for Cheston Elementary School Project to PennVEST loan and contract.
 - Approximately 1,500” of 8” and 12” Water Main
 - Replacing existing 4” & 6” CIP (early 1900’s)
 - Estimate Cost of \$285,000
 - New School to be opened in Fall of 2019.
 - Existing school to be demolished after new school is opened.
- Lower Nazareth Township Project
 - Gannett Fleming provided ESWA with a Preliminary Design Memorandum on August 7th.
 - Gannett Fleming provided ESWA with 30% Plans on August 18th.
 - ESWA reviewing and will provide comments to Gannett Fleming the week of September 11th.
- 2017 Palmer Township Water System Improvements Project
 - Contracts ready for signature today.
 - Contractor looking to begin in a few weeks.
 - ESWA completed two wet taps for project in August.
- Stones Crossing Road
 - Pavement restoration for northern portion to be completed the week of September 11th.
 - Southern portion (approximately 1,400 feet) will be replaced this fall.
 - Palmer Township planning to overlay the road in 2018.

Water Quality & Treatment

- Water Treatment Plant
 - Disinfectant By-Products Rule
 - Pilot Study – chlorine dioxide
 - Filtration Options
- PADEP Utility Fee Proposal

Administration

- Pension Transfer
- Lower Nazareth Project
- Rates and Cost of Service Study

APPROVAL OF REQUISITIONS

On a motion from Mr. Lockard, seconded by Mr. Walker, requisitions were approved for payment September 11, 2017 (items 3878-3880, totaling \$242,737.64). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed several ongoing items, PennVest Loan, going out to banks for additional financing and the Pension changes.

Budget and Finance –

No Report.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit August, 2017; Cash Flow Forecast 2017; and Income Statement – Budget Comparison for July 2017.

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 Mrs. Kennon, the meeting was adjourned at 3:30 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary